

BBRCC PRIVACY POLICY

Our Policy

BBRCC ('The Club') is committed to complying with data protection law and to respecting the privacy rights of individuals. The policy applies to all members of BBRCC.

This Privacy Policy sets out our approach to data protection law and the principles that we will apply to our processing of personal data. The aim of this Policy is to ensure that we process personal data in accordance with the law and with the utmost care and respect.

What data we collect about you

Collecting specific, relevant personal information is a necessary part of us being able to provide you with any club house bookings you may request, in providing activities/events for our members and managing our relationship with you.

This privacy policy will give an overview on what personal information is collection from you:

Membership and House Bookings

When you sign up for membership with BBRCC and use the club's properties, you provide us with personal information about you, such as information regarding your:

- Personal contact details that allows us to contact you directly such as name, title, address, email addresses and telephone numbers
- Date of birth
- Family members connected to your membership
- Current and historic membership details including membership type, start and end date;
- Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us
- Payment details – bank account name, number and sort code
- Any club or committee connections
- Records of your attendance at any events hosted by us and incidents / near misses
- Your marketing preferences so that we know whether and how we should contact you.

Events

In addition to any membership details (when applicable):

- Dietary requirements
- Medical conditions
- Physical or mental disabilities
- Gender
- Date of birth
- Next of kin details
- Climbing/mountaineering ability
- Instructor or coaching award levels.

How we collect your data

We typically collect information that you provide by filling in forms which are available on the club website (www.BBRCC.org.uk). This includes information provided at the time of registering to join BBRCC or when booking a place in one of the houses or on an event.

If you contact us, we may keep a record of that correspondence.

How we use your data

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer any membership account you have with us and managing our relationship with you, including arranging for any house or event bookings and dealing with payments or enquiries made by you	All contact and membership details, transaction and payment information, records of your interactions with us.	This is necessary to enable us to properly manage and administer your membership contract and property hire with us.
For the purposes of promoting the club and our events.	Email and newsletters that may contain images in video and/or photographic form.	Where you have given us your consent to do so.
To comply with health and safety requirements.	<ul style="list-style-type: none"> Records of attendance Dietary requirements Medical conditions Physical or mental disabilities Gender Date of birth Next of kin details Climbing/mountaineering ability Instructor or coaching award levels 	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate
To protect the Club's properties.	We may collect from you video recordings and still pictures which feature you if you are in the field of vision of any of our CCTV systems. This personal information may include your activities, your face, car registration details and other visual information about you which is recorded on our CCTV systems.	<p>As the data controller we will collect personal information on our CCTV system and use it for the following purposes:</p> <ul style="list-style-type: none"> For the prevention and detection of crime For evidence in any civil or criminal legal proceedings To assist in investigations For safety and security Dealing with any queries, complaints or enquiries.

Disclosure of your personal data

The Club does not share your data with any third party except:

- Payment processors for processing house booking and membership subscription payments
- Police, law enforcement and security services: where we are required to do so by law or to assist with their investigations or initiatives.

Cookies

We do not use cookies on the club website

Where we store your data

The Club takes all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

How long we store your data

Information may be retained up to a maximum of 6 years after a member has resigned from the Club.

Notwithstanding the above, the Club will retain documents (including electronic documents) containing personal data:

- To the extent that it is required to do so by law
- If the Club believes that the documents may be relevant to any on-going or prospective legal proceedings.

Communications

We may contact club members by email, post or SMS with information about events and updates about the club that we believe you may be interested in.

We will only send messages to you in accordance with the preferences you set. You can tailor your preferences by visiting the website and completing the 'Communication preferences' form and returning to the Membership Secretary.

Your rights

You are entitled by law to ask for a copy of your personal information at any time. You are also entitled to ask us to correct, delete or update your personal information, to send your personal information to you or another organisation. Where you have given us your consent to use your personal information in a particular manner, you also have the right to withdraw this consent at any time.

To change any preferences, exercise any of your rights, or if you have any questions relating to your rights, please contact the Membership Secretary in the first instance, whose details can be found on the Club website at www.BBRCC.org.uk.

If you are unhappy with the way we are using your personal information you can complain to the UK Information Commissioner's Office or your local data protection regulator. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>. However, we are here to help and would encourage you to contact us to resolve your complaint first.

Changes to our Privacy Policy

Any changes we may make to this Policy in the future will be posted on the Club Site and, where appropriate, notified to you by e-mail. When we change this Policy in a material way, we will update the version date at the bottom of this page. Please check back frequently to see any updates or changes to this Policy.

Contact

If you have any questions about data protection and the Club, please get in touch with the Membership Secretary in the first instance.

Whilst this privacy policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

Version 1 dated January 2019