

Bedford Rambling Club

General Data Protection Regulation

Privacy policy



Bedford Rambling Club take your privacy seriously. We will look after your personal information and only use it to administer your membership and provide the services you have agreed to. You remain in control of your information and how we use it.

What information do we collect?

The data we collect and record on members will include but may not be limited to name, address, home & mobile telephone numbers, email address, emergency contact details and membership status. At the same time as collecting this data we are asking individuals to make choices on how we can use their contact information. We are asking how we can use photographs featuring them and these preferences will be recorded. We may also in the future, collect and record additional club or activity related information, for example individuals interests, participation in annual walking holidays. Contact information may also be collected and stored for non members where there is a genuine interest or a link to the club.

There are special regulations relating to the personal data of children under 16 years of age. The club policy is not to collect or record personal data relating to children. If children participate in club activities they must be accompanied by a responsible adult.

We would not normally collect and record data classed as "sensitive" under the GDPR. The only exception would be medical conditions which could be relevant in the case of an emergency.

How is it collected and stored?

With the introduction of the GDPR in May 2018 we have taken the opportunity to carry out a complete update of the membership details. Members have been asked to re-submit their personal details and express their preferences as to how we can use this information. We are using an online form for this purpose and also have an equivalent paper version available for those without internet access. Paper returns will be retained, either in their original or scanned forms. Once new details have been received and verified these will replace any old information held, which will then be deleted.

Personal contact details of non members will also be collected by various means and retained where appropriate, for example, contacts in other walking groups, holiday organisers, potential and past members, etc. Again they will be asked to give their agreement about how they want to be contacted. Data will be stored centrally and managed in a secure manner by a designated individual or identified individuals within the club. It may also be accessed directly by the club secretary and other committee members. Please note that the Club may use both electronic and paper systems to record membership and contact information.

How will it be used?

Your personal data will be used to manage your membership and advise you when fees are due. In addition and subject to your preferences, it will also be used in a considered way to help us maintain an active walking club with an involved membership, promoting the healthy enjoyment of the countryside by communicating varying items of interest and canvassing your views and opinions. Communications may include but will not be limited to sending out walk programmes, details of social events, activities, invitation to club meeting walking holidays, activities, passing on information from like minded organisations.

If you are leading a walk, and you have given your agreement, your name and phone number may be

printed in hard copy programmes and shown on the club web site.

We will not use your information for any purpose that would not be considered reasonable for a walking club.

How long will the data be stored for?

Your data will be stored for the duration of your membership or involvement in the club or until you request its deletion.

Who will it be shared with?

Data may be shared within the club membership for specific purposes only when there is good reason to do so. Information shared in this way should only be retained and used for the duration of the purpose for which it was originally requested and must then be destroyed.

We promise never to sell your personal information.

It will only be provided to a 3rd party outside the club in exceptional circumstances and when it is considered to be in your interests. For example when needed to arrange trips, holidays, outside events, in an emergency or to comply with legal obligations.

What are your rights?

Right to be Informed – You have the right to be told how your personal information will be used. This policy document is intended to be a clear and transparent description of how your data may be used.

Right of Access – You have the right to ask what information we hold on you and request a copy of that information. This can be provided in electronic or printed form. To do this please contact the club secretary by email or in writing.

Right to delete or amend information or preferences. You have the right to amend, correct or delete your personal information or preferences. To do this please contact the club secretary by email or in writing.

Right of Erasure –The information we hold concerning members is confidential. It will not be used without your permission. It will be deleted on termination of membership unless you request otherwise. Non members can request their details deleted at any time. Please contact the club secretary by email or in writing.

How can you raise a complaint? If you have a query or complaint please contact the club secretary by email or in writing.