

Privacy Policy

The Cheltenham Rambling Club is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide us with, will be processed by us. The information will be used only in accordance with the Data Protection Act 1998.

For the purposes of the Act the Data Controller is the Club Chair.

How do we collect information from you? What data do we hold?

You supply information by completing a membership form. The data we hold on you comprise: email address (where given); name, address, home and mobile phone numbers (where given); and where you heard about the Club.

How is your personal information used?

We only keep relevant information about members for the purposes of membership administration.

We do not pass any personal information to third parties for marketing or any other purpose.

Accessing and updating your information and unsubscribing from the mailing list

You may ask us to update your information. You may request a copy of the information that we hold about you by contacting us at any time. You may have your information removed from our database by emailing the Membership Secretary, Lynne Hindmarch: lhindmarch@obc.org.uk. We will endeavour to remove your personal data from our database within 3 days of your request. If you do not renew your membership, we will continue to hold your data on our database for a year and then delete it.

Protecting your information

We follow security procedures in the storage and disclosure of information you have provided to us, to ensure that your personal information is safe from access by unauthorised persons. We keep your information confidential and store it securely.

Disclosure of information

We reserve the right to access and disclose individually identifiable information to enable us to comply with any relevant laws and lawful government requests to operate its systems and protect itself.

Data breaches

We report certain types of personal data breaches to the relevant supervisory authority within 72 hours of becoming aware of the breach, where feasible. If the breach results in a high risk of adversely affecting individuals' rights and freedoms we also inform those individuals without undue delay. We keep contemporaneous records of any personal data breaches, whether or not we need to notify.

Review

This policy and the data protection and information governance procedures it relates to are reviewed annually.

How to contact us

If you have any questions or concerns about this policy, please email Lynne Hindmarch: lhindmarch@obc.org.uk