

MKMC – Data Privacy Policy

Use of personal data

Personal data will be used for the purposes of:

- administering the MKMC membership including communicating with the BMC;
- communicating within MKMC; and
- MKMC trip administration including providing individual member's email addresses and telephone numbers to trip leaders and other MKMC members on that trip.

Personal data will not be disclosed to third parties (other than as described in this privacy policy) without the individual member's explicit consent. "Sensitive Data" (including health data) will not be held by MKMC. Individual members may, at their discretion and on an individual basis, communicate health data to trip leaders, as they deem appropriate.

Email distribution lists

Distribution lists are used to communicate within the club. These are administered using "Google Admin" by designated Committee members. This data is secured using Google's access management process.

Whilst the email distribution lists are anonymised members must note that if they choose to send out, or reply to, an email using the distribution lists then their personal email address will be visible to all recipients. This will be at the member's own choice.

Storage of personal data

Personal data may be retained in 3 formats:

1. BMC MSO – an online system managed and secured by the BMC, and used by MKMC to store personal data including names, contact details, dates of birth and other data relevant to an individual's membership profile. Access to this is restricted to BMC staff and MKMC committee members.
2. Google Drive – for club administration documents (for example accounts and committee minutes) and trip documentation. Access to this is restricted to MKMC Committee members and designated trip leaders if necessary.
3. Paper – for membership forms and other hardcopy documents – securely retained by the appropriate MKMC Committee member.

Maintaining personal data

Whilst MKMC will make every effort to maintain the accuracy and timeliness of personal data it is incumbent on each individual member to notify the club of any changes using the Committee contact details provided on the website.

Data retention

Data will be retained only for as long as it is needed for the purposes of administering the club's operations or managing MKMC's legal and regulatory obligations. Every 3 years the committee will undertake a review of data held and destroy any that is no longer needed.

Member data will be retained on BMC MSO according to the BMC data privacy policy and to manage any subsequent claims under the BMC liability insurance.

Club members leaving MKMC

Any club member that leaves MKMC must delete or destroy any personal data obtained as part of managing MKMC activities. Unless they have the other member's explicit permission to keep personal data.

Subject access request – request for disclosure

Any member who wishes to know what personal data is held on them by MKMC should apply to a member of the Committee. Contact details are on the website. A response will be provided within 30 days.

Right to be forgotten – requests for data deletion

If at any time a member wishes to have the club delete any or all of their personal data held by MKMC then they should apply to a member of the Committee. Contact details are on the website. The request will be actioned within 30 days.

Members should note that such a request may limit the ability of MKMC to provide them with club membership of the BMC; or for the member to fully participate in club activities.

Right to complain

Members have the right to complain if they feel that their data has not been processed within their consent. Further information can be found here: <https://ico.org.uk/concerns/>

NOTE: Club website: <http://www.mkmountaineering.org/>