

CHESTER GREAT OUTDOORS CLUB

PRIVACY STATEMENT

In accordance with the new General Data Protection Regulations (GDPR) which come into effect from 25 May 2018.

As a club the Committee hold personal data on all paid up members and the type of data held is as follows:

Name
Address
Email address
Phone numbers
Emergency / Next of Kin name and contact telephone numbers

It should also be noted that in addition to the Committee, the club also has a paid up club member who has responsibility for maintaining the systems that are required to enable us to function as a club. For example, the mailing list database, CGOC Facebook, Website and club email account.

How we store your information:

- On an excel spreadsheet that is password protected which is stored on a Committee member's pc
- Your chosen email address on a secure email mailing list database

How we use your information:

- To keep a record of all current members, which is managed by a member of the Committee
- To add to the electronic circulation list so that you receive member notices and events. This is enabled by using a members' email address only
- To inform BMC of membership for 3rd party insurance for club members
- To inform Cycling UK (if requested by individual members) of membership for 3rd party insurance
- We will only hold your personal data for the duration of your paid membership period (January – December) plus three months for administrative purposes i.e. end of March to assess renewals or withdrawals. After which date your records will be deleted from both the mailing list database and the membership spreadsheet, if you have not renewed.

We will not:

- Share your personal data with 3rd parties other than those we are obliged to for insurance purposes, as indicated above
- Share your personal data with any other party for marketing purposes

Basis for consent:

Chester Great Outdoors Club is an outdoors club run by its members for its members. For the purposes of our legitimate interests, as part of being a member of the club, to be able to receive emails / messages about club events, notices and ad hoc information, an individual's personal data, as listed above, is required.

- As members you will be asked to give consent for your personal data to be stored and used as detailed in this Statement, in order for the Club to pursue its legitimate interests, for the duration of your paid membership period (January – December) plus three months for administrative purposes i.e. end of March to assess renewals or withdrawals.

Data Retention:

- Chester Great Outdoors Club Committee will only hold your personal data for the duration of your paid membership period (January – December) plus three months for administrative purposes i.e. end of March to assess renewals or withdrawals. After which date your records will be deleted from both the circulation list and the membership spreadsheet, if you have not renewed.

Subject Access Request:

- You may request a copy of the information we hold on you by contacting the Membership Secretary on Info@greatoutdoors.org.uk.

Right to Change your Mind:

- If at any point you decide to terminate your membership and / or you no longer wish your personal data to be stored as detailed in this statement, please contact the Membership Secretary on Info@greatoutdoors.org.uk. who will delete your records.