

DATA PROTECTION

1. On joining the Harrogate Rambling Club (HRC) you submit Personal Data. This is used to service your membership.
2. We (HRC Committee members and other HRC members holding specific roles) promise to handle your Personal Data with care and respect. It is held securely on password-protected documents and will be kept for no longer than necessary. The main spreadsheet containing all personal data is held securely on HRC's OneDrive account. Also on OneDrive there is a separate spreadsheet containing names and email addresses, or phone number for members without email, for the use of Committee Members, e.g. the Administrator, who need to contact Members. Both spreadsheets are password protected.
3. A working copy of the main spreadsheet is also held by the Membership Secretary on their PC/Mac or other device. Address labels are produced from this for issue of the three Programme booklets each year. These labels are passed to trusted former members of HRC* who organise the dispatch of the Programme booklets via Royal Mail.
4. If members fail to renew by the due date (1st March) they will receive a reminder from the Membership Secretary and their personal data will be kept until 30th April and then deleted.
5. If you lead a walk, then your name and phone number(s) will appear in the Programme booklet. If you take up a specific role within the HRC, then some or all of your details will appear in the Programme booklet. The Programme Secretary holds this securely on a Club laptop or their own device. Details of walks are published on the HRC website with leaders' phone numbers only.
6. The Programme booklet is printed by a third party outside the HRC. It is issued to Club members, and sent to local public libraries, Harrogate Tourist Information Centre and the Club's advertisers.
7. Backups of the documents referred to above are held securely by designated Committee members.
8. Should a member request your contact details, the HRC will not disclose these without your explicit consent. Nor will the HRC disclose any of your Personal Data to anyone outside the Club without your explicit consent, unless required to do so by law.
9. If any of your details change or you wish to withdraw consent for a particular method of contact by the HRC, please inform the Membership Secretary in writing (by email or letter).

* In future this could be HRC Members

20 December 2022