

Reading Outdoor Group - Data Protection Policy

Definitions

Reading Outdoor Group is a social club based in Berkshire (UK) and is run by its Members via an elected Committee. It will be referred to as the 'Group', 'We' or 'Us' in this policy

'Members' are individuals who have paid an annual membership fee to us within the past 12 months.

'Enquirers' are non-members who contacted us about our events or joining the Group

What Information do we collect?

We collect information from both Members and Enquirers to help us run the Group.

We ask the following personal identifiable information from Members:

- Name
- E-mail address
- Telephone number(s)
- Postal address

In addition, we record general Membership fee information when a Member joins or renews.

We may ask the following information from Enquirers:

- Name
- How to contact them: e-mail address, postal address or telephone number
- Where they first heard about the group

Who has access to the information?

The information we collect on Members and Enquirers is securely maintained by the Membership Secretary and may be shared with members of the Committee and Webmaster for the purpose of running and administering the Group.

Use of Information

Our legal basis for processing the data is our legitimate interest as a membership organisation.

We use the information from Members to:

- Administer their membership
- Communicate information about the Group and its activities
- Maintain the Group's private mailing list
- Display their phone number in the Group's Programme of Events only if the Member organises an event and has given consent for use of their phone number for that purpose
- Ensure Members have given consent for any identifiable photos of them to be used in the Group's Reading newsletter or at one of the Group's monthly Social slide shows

We use the information from Enquirers to:

- Communicate with them about the Group and its activities
- Gather statistics about where they heard about us, to help improve our publicity activities

In addition, individuals on the Committee and the Webmaster have given give their consent for their contact details to be used for specific administrative activities – including, but not limited to:

- Contacts on publicity material
- Point of contact for the Bank, Liability Insurance and hire of the Social meeting room
- Owners of the Group's Facebook age, website, webhosting and domain name registration

We will not:

- Share personal information about Members or Enquirers with third parties, unless we were legally obliged to do so. The exception is for some Event bookings - such as hostel weekends, where with Member's specific consent, the Event organiser may supply attendee's names to the hostel warden
- Publish non-members names, such as external speakers for our Socials, in our Event Programme unless they give specific consent
- Collect personal identifiable information about Members under the age of 18
- Collect personal identifiable information about visitors to the Group's website or from intermediate third party websites

Data Retention

We will keep personal identifiable information about Enquirers and Members for only as long as we need to, after which time the information will be deleted or anonymised

- For Enquirers - personal identifiable information will be deleted or anonymised within 4 months from the date of their initial contact
- For Members – personal identifiable information will be kept for the duration of their membership period. Once they are deemed to no longer be a paid-up member, their personal identifiable information will be deleted or anonymised within 4 months

Data Rights

Members and Enquirers have the right to:

- request amendments to the data that we hold on them, or amend consent provided to its usage
- request erasure of their personal identifiable data
- request a statement about the information we hold on them
- complain to the Committee about inappropriate use of their personal details by the Group - by either contacting a Committee member direct or emailing info@readingoutdoorgroup.org.uk. If the individual is still not satisfied by how we are processing their personal data they can complain to the Information Commissioner (ICO)

Policy Amendment

The Committee reserves the right to make amendments to this Data Protection Policy. Major amendments would be communicated with the Members for their consultation before being adopted. Minor amendments, such as wording clarification or spelling corrections, is at the discretion of the Committee as to the level of required communication or consultation needed with Members