HASSRA Leeds Walking Club - Privacy & Data Protection Statement

In line with GDPR (General Data Protection Regulation)

HASSRA Leeds Walking Club is a separate interest club belonging to HASSRA Leeds. Hassra Leeds is part of national HASSRA, which is one of the biggest recreational associations for civil servants, executive agencies, arms-length bodies and qualifying contractors who are working or retired and, their families and friends, who can join as associate members.

1. Our mission on club privacy and data protection

HASSRA Leeds Walking Club is committed to;

* Request the minimum of personal data from you for the sole purpose of managing and maintaining its membership.
* manage and keep safe the personal information you give to us.
* Support the changes in European data law, known as the General Data Protection Regulation (GDPR), which came into effect on 25th May 2018. Though this is EU law, the UK Government has indicated that it will continue with this legislation after we leave the EU.
* To following the Information Commissioner’s Office (ICO) guidelines.

2. Why we collect data

We collect a minimum of data from you for the smooth running of the Club.

3.The data we collect and its purpose

* Name and title - to identify individual members.
* HASSRA Leeds Membership Number – to identify membership
* Whether you are a HASSRA full member or Associate Member – to identify types of membership
* Renewal dates for Associate Members – to know when membership ends and advise on renewal
* Email address - to communicate with members.
* Subscriptions paid – to keep for administration and audit purposes
* Bank account details for walk leaders - for reimbursement of costs (stored in the banking app only)
* Telephone numbers Landline and/or mobile numbers - to establish a two-way rapid communication link between walkers and walk leaders / coordinators for walk information and late changes to the walk.
* Postal address - to send Club communications to members where a member does not have an email address. (This is not required from members who have email addresses).

4. Data we do not collect

We do not collect additional data about you from any other source, other than that provided by you or from HASSRA Leeds as required to meet our minimum data requirements for the smooth running of the club.

We do not ask for or hold any sensitive information about you such as; gender, religion, medical conditions etc. Participation on our walks is therefore at your own risk.

5. The storing and use of personal data

The data described above is stored on computers, laptops, smart phones and sometimes on printed lists. Banking details for Walk Leaders are only stored on the banking app. The information we hold on you is kept securely by a limited number of committee members, namely the Chair, Club Secretary, Membership Secretary and the Treasurer and may be available by other committee members on the basis of need and then only in the interests of maintaining and running of the club. Personal information is never passed to any other member or person without the individual member’s prior consent.

We only use this information to administer the functions of a membership based organisation and to notify you of our latest news and events. When using digital communications platforms e.g Facebook, WhatsApp and emails, personal data such as phone numbers may become visible to the membership but members always have the option to opt out of these platforms if they prefer.

6. The sharing of personal data

Information is shared between the HASSRA Leeds Walking Club and the HASSRA Leeds Board of Management for the smooth running of the HASSRA Leeds Region and the Club. The HASSRA Leeds Walking Club will never share personal data with any 3rd party.

7. The taking and use of photographs – our protocol

Any photograph (photo) taken of you in a group or as an individual member on walks or otherwise will be done with your full consent and knowledge regarding where, when, how and for what purpose the photos will be used.

The Lead Walker will remind walkers of our `taking photograph protocol’ at the beginning of each walk. Those taking photos will also be required to tell you before a photo is taken during a walk, to enable you to decide if you want to be in the photo or to move out of the frame. You can do this freely with no consequences to your relationship with other walkers or to your membership of the club. Remaining within the frame will be considered as your consent having been given.

Any postings, including comments you make on our social media platforms is done at your own risk.

8. Your rights

You have the right to make representation by email to the Club Secretary or Membership Secretary at any time to:

* ask what information we hold about you.
* correct any information we hold about you which is incorrect or out of date.
* cancel your Hassra Leeds Walking Club membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of membership payments you have made to us for at least 12 months after your membership has ceased for auditing purposes.
* delete photos of you posted by the club on our social media sites either during your membership or when your membership comes to an end. (Photos the club did not post, such as those posted by HASSRA Leeds, will need to be taken up with them)

\* the mention of the `club’ is an annotation of `HASSRA Leeds Walking Club’.