



Privacy Notice

This privacy notice tells you what to expect when the **Hereford Caving Club (HCC)** collects personal information.

We may change this notice by updating this page. You should check from time to time to ensure that you are happy with any changes. This notice is effective from 1 July 2021.

Introduction

HCC is committed to process any personal information it holds only in ways that are fair, transparent and meet its legal obligations, in other words, in accordance with the [Data Protection Act and its successor the General Data Protection Regulations](#) (GDPR).

HCC will take particular care over email addresses which in addition to the GDPR are subject to the [Privacy and Electronic Communication Regulations](#) (PECR).

Data protection principles

The legislation sets out various data protection principles. These include that personal information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

Your rights

The legislation conveys various individual rights. These include the following:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

The sections towards the end of this Privacy Notice let you know how you can exercise your rights.

You can read more about your rights at <https://ico.org.uk/for-the-public/>.

Information HCC processes

The following sections describe the information that HCC collects and how it is processed. The sections are split according to the type of information.

Legal basis for processing

The legislation requires that there is a clear legal basis for processing personal information. In general HCC relies on the individual's consent in order to process their data. Where there are exceptions such as a legal obligation, contractual agreement or HCC's legitimate interest, they will be noted below.

Please note that if consent is withdrawn the level of service that we can offer might be severely curtailed.

Members

We collect contact and membership details in order to provide membership services.

That includes, but not limited to, the administration of joining and renewals, distribution of publications, organising event and training courses, and BCA insurance.

E-news items

With consent we email items of news that we believe will be of interest to our members.

Email addresses

If an email address is provided, we assume consent to use it for administrative purposes of membership (e.g. notification of membership renewal, notification of AGM or ballot, etc.).

We will not use it to send you marketing items without your explicit consent.

British Caving Association (BCA)

If you are member of Hereford Caving Club, as part of administering your membership we may share your membership details, contact details and insurance status with the BCA and the other clubs that you are a member of.

Data Retention

Once a member lapses, we retain sufficient information to identify the previous member. HCC relies on legitimate interest as the legal basis for retaining this information.

Training

We collect and hold information to administer the taking of qualifications and issuing of certificates to successful candidates. We will hold the certificate information indefinitely so that we can confirm it is genuine to any interested party.

Data retention

HCC relies on legitimate interest as the legal basis for retaining certificate information.

Website visitors

When someone visits one of our websites (e.g. <http://www.herefordcavingclub.org.uk/>) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone.

Forms

There are various forms on the website used to collect information. That information is only used for the stated purposes which are described in the relevant sections of this Privacy Notice.

Payments

Payments e.g. for membership, publications or Club events are received via personal cheque or bank transfer into the HCC club account.

Links to other websites

This Privacy Notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Suppliers / 3rd parties

Use of data processors

Data processors are third parties who provide services for us. They cannot legal do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. The following is a list of our main data processors. There may be others from time to time.

Posting

When sending letters, publications and purchases we will share your postal address with the delivery service (Normally Royal Mail).

Website hosting

We use a third-party service, [Weebly](#) to host our website. Weebly are contractually obliged to treat any information on our private website as confidential and only use such information for the purpose of providing HCC with web hosting.

Data Security

HCC applies organisational security measures to protect your personal data against unauthorized access, loss or misuse.

Complaints or queries

HCC tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of HCC's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

Confidentiality will be preserved during the investigation of a complaint to safeguard the interests of everyone concerned unless disclosure is necessary to progress the complaint.

If you want to make a complaint about the way we have processed your personal information, please contact us in writing to the address provided below.

Access to personal information

HCC tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by asking. This is formally known as a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

To make a request to the HCC for any personal information we may hold, you need to put the request in writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes.

We may make a charge of up to £5 for a request.

Disclosure of personal information

Except as described in this Privacy Notice we will not disclose personal data without consent.

Legal Obligation

We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

How to contact us

Email the Secretary (details at secretary@herefordcavingclub.co.uk) or write to:

Data Protection
Hereford Caving Club
42 Heol Sant Cattwg
Llanspyddid
Brecon
LD3 8PD

Last modified: 2021-07-08

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