

# Privacy notice for Ladies Scottish Climbing Club Hut users

The Ladies Scottish Climbing Club (LSCC) takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

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## What we need from you

When you book to stay at a LSCC Hut we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Club membership details
- Safety and emergency details – e.g. next of kin, relevant health conditions.
- Comments and feedback relating to your stay

If you do not provide us with all of the personal information that we need this may affect our ability to offer you access to our huts.

## Why we need your personal information – contractual purposes

We need to collect hut users personal information so that we can manage your relationship with us. We may use your’ personal information to:

- Provide you with access to the LSCC huts, including sending key codes
- Manage risk and safety relating to our huts

## Why we need your personal information – legitimate purposes

We also process hut users’ personal information in pursuit of our legitimate interests to:

- Maintain a record of hut users historic use of our huts, to improve management of our huts
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

## Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

## Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

## How we protect your personal information

Your personal information is accessed by our committee and hut bookings secretaries only for the purposes set out above. It is stored by our club electronically on a computer and password protected.

## How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with current or future access to our huts.

## You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- You have a right to get a copy of the personal information that is held about you. This is known as a Subject Access Request.

You can contact us by getting in touch with the Hut bookings secretaries.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)