



Privacy notice for Ladies Scottish Climbing Club

The Ladies Scottish Climbing Club 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.

What we need from you

When you register as a member of the Ladies Scottish Climbing Club or renew your membership we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Mountaineering experience – information about previous experience prior to joining the club
- Participation details – other clubs, existing Mountaineering Scotland membership number.
- Payment details of membership fees
- Details of meets attended, and club service history

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information – contractual purposes

We need to collect our members personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership and end of year renewal.
- Enable you to access our club huts, and other huts at a reciprocal club rate
- Organise club activities and suggest any safety issues if you attend a meet on the hill or at a climbing wall.
- Register your membership with the representative body, Mountaineering Scotland, to provide you with insurance cover, magazine subscription and other benefits they offer to members of clubs, including access to courses and competitions.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- 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

When we register your membership with Mountaineering Scotland we pass on your personal data and Mountaineering Scotland become a controller of your personal data. Mountaineering Scotland provides full details of how it uses your personal data in its own privacy notice (www.mountaineering.scot/privacy-notice) and will not use it for any other purpose.

We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

The Ladies Scottish Climbing Club may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- Instructors, coaches and event organisers receive details of training participants.

How we protect your personal information

Your personal information is accessed by our LSCC Committee, Meets Coordinators and Hut Bookings Secretaries only for the purposes set out above. It is stored by our club in paper form in the record and on computer and password protected. Your personal data is transferred to Mountaineering Scotland by inputting it directly into a password-protected database or emailed via a password-protected spreadsheet.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services.

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.
- Access the personal data that we hold about you through a "subject access request".

You can contact us by contacting the Membership Secretary. The contact details can be found on the website.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk