



Perth Mountaineering Club

(Junior Mountaineering Club of Scotland – Perth Section)



Privacy Notice

Perth Mountaineering 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 Perth Mountaineering Club or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address, and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses.
- Payment details – bank account number, sort code, card details.
- Participation details – other clubs, existing Mountaineering Scotland membership number.
- Safety and emergency details – e.g. next of kin, relevant health conditions.

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’ and customers’ 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, membership card, end of year renewal.
- Organise club activities and manage risk and safety 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.

Legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests as a mountaineering club 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.
- Enable archival research to be carried out and produce analysis to help run the club
- 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

Legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information

If you agree, your name, year of joining, telephone number, email address and any PMC offices that you hold, will be made available in a Members' Contact List, which will be updated and provided to PMC members every one to two years. The contact list will be circulated either by email, as a password protected document, or as hard copy.

We will contact you in advance of producing the initial contact list and in advance of each proposed update. If you do not wish your full details to appear in the list, you will be able to opt out of being included in the contact list or specify that only your name and year of joining appear. New members will be given the option at the point of joining.

Members may only use the contacts list information for PMC-related communication and must not pass or sell the data to anyone else.

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.

Third party suppliers with access to members' personal data

The Perth Mountaineering 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.

- Azolve Ltd. provide Mountaineering Scotland's membership database.
- Bank of Scotland process payment transactions securely on our behalf.
- Mailchimp distribute some of Mountaineering Scotland's email communications. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security.
- Google Groups, owned and operated by Google Inc., provide Perth Mountaineering Club's group email facility.

How we protect your personal information

With the exception of contact details that you agree to share with other PMC members on the members contact list, your personal information is accessed by our Membership Secretary and Treasurer only, for the purposes set out above. Apart from paper copies of the members contact list, any paper document is stored only for the time taken to convert your details to an electronic record after which all paper records are destroyed. The electronic records are stored as password-protected documents/spreadsheets, only for the purposes of retaining a member's distribution list and an opt in / opt out members contact list. Your personal data is also 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. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for one year. If you require to have your personal information deleted prior to this you must contact us at (secretary@perthmountaineering-club.co.uk)

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.
- Access the personal data that we hold about you through a “subject access request”.
- Opt out of having your details included in the members contact list
- Request that we delete your personal information.

To exercise this right you can contact us at secretary@perthmountaineering-club.co.uk

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