

Privacy Policy

Ptarmigan Hillwalking and Mountaineering Club

The Ptarmigan Hillwalking and 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.



The personal information we hold about you

When you join or rejoin the Club, or participate as a guest, including as a member of Highways Hillwalking Club “HHC”, in a Club meet or other event, we currently ask for the following personal information about you:

- contact details – name, address, email address and phone number;
- emergency contact details - the name, phone number and relationship to you (if appropriate) of someone we can contact should you have an accident or illness while out with the Club; and
- membership of other relevant organisations, such as Mountaineering Scotland (for which we need your membership number).

We do not currently ask for date of birth, bank details, or equality information but may need to ask members for this in the future.

Why we need your personal information – contractual purposes

We need to collect and process your personal information so that we can:

- provide you with core membership services;
- organise Club meets and events; and
- register your membership with Mountaineering Scotland, which provides you with insurance cover, magazine subscription and other benefits.

Why we need your personal information – legitimate interests

We also need to collect and process your personal information in pursuit of our legitimate interests, which include:

- managing risk and safety at Club meets and events;
- providing you with Club newsletters and details of its meets and events;
- raising awareness of the Club’s activities by capturing photos or videos of meets and events which may be posted at the Club’s website and/or its social media pages; and
- responding to and investigating your questions, comments, support needs, complaints, concerns or allegations.

Other uses of your personal information

We may in future need to ask you if we can process your personal information for other purposes. If we do so, we will provide you with an additional privacy notice explaining how and for what purposes your information will be used.

Who we share your personal information with

When we register your membership of the Club with Mountaineering Scotland, we will pass on such of your personal details as they require. Mountaineering Scotland then also becomes 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, in appropriate circumstances, share your personal information with the mountain rescue service and we may be obliged to do so with statutory or regulatory authorities such as the Health & Safety Executive and Police Scotland.

Third party suppliers with access to members' personal data

The Club does not currently use third-party suppliers to provide membership services but might do so in the future. Such suppliers could process personal information on our behalf as "processors" and would be restricted, by contract, to processing and protecting it strictly to our instructions. We would share only such information as is strictly required for specific purposes.

How we protect your personal information

Your personal information is normally held, only for the purposes set out above, in password-protected electronic format by each of our Secretary, Treasurer and Bus and Bookings Conveners. It will not be transmitted by email unless password protected. It is available in hard-copy format to the Bus Convener for any meet. It may be accessed from time to time by other committee members but will not normally be retained by them. The personal data of Club members is transferred to Mountaineering Scotland by inputting it directly into a password-protected database or emailed via a password-protected spreadsheet. Your name and email address will be held within the passworded webmail systems used by the Secretary and the Bookings Convener. Your phone number may be entered in the memory of the club phone which is held by the Bus Convener on meets and is not currently PIN protected.

How long we keep your personal information

We keep the personal information of members only for as long as necessary to provide you with membership services. Unless you instruct otherwise, we will review and delete your personal information if you have not renewed membership for three years. For the purpose of inviting former members to special occasions such as anniversary celebrations we will continue to hold only their names and email addresses for such period as the Club decides. We will review and delete the personal information of guests, including HHC members, who have not attended a meet for more than one year.

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

You can contact us at secretary@ptarmiganmc.org.uk

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

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