



[www.poyntonramblingclub.co.uk](http://www.poyntonramblingclub.co.uk)

A Friendly Local Walking Group for 50 years

*Affiliated to H F Holidays  
The Ramblers Association  
Peak & Northern Footpaths Society*



## Poynton Rambling Club Privacy Policy

Poynton Rambling Club (the Club) is an independent club governed by an elected Committee, in accordance with their own Constitution. This Privacy Policy is supplementary to the Constitution and is required to ensure that the Personal Data of all Members is correctly managed by the Committee in compliance with the General Data Protection Regulations (GDPR).

### Personal Data Application

- The Club will hold personal data of all Members, which includes:  
Name, Address, Contact Telephone Numbers, Email address and possibly photographs.
- The Club will use this information to fulfil their contractual obligations to the Members. When the Member's Consent has been given, the Club will use this information to send out Newsletters and other Club Communications, for inclusion in Walks Schedules as Leader contacts, as login requirements for the Members Page of the Club's Website and occasionally to upload photographs of Club Activities to the Club's Website.

### Processing Personal Data

- Members, including new Members, will be asked to provide their Personal Data, listed above and to give their Opt-In Consent for the Club to use that Data as directed above. If consent is not given, the Club will only communicate once annually about Membership Renewal.
- Hard copy consent forms will be scanned and filed, together with digital forms in the Club's Google Drive folders. Hard copy forms will be destroyed.
- The Data from all Consent Forms will be transferred to a single Membership List, which will be stored in the Club's Google Drive folders. All historical Membership Lists will be deleted.
- Members' Personal Data will be reviewed annually when subscriptions are renewed. All Data relating to Members who do not renew their subscription will be deleted from the Membership List and Google Contacts and previous Consent Forms will be deleted from the Google Drive.
- All Members will be asked to renew their Consent for the Club to hold and use their Personal Data every three years.
- Members' Personal Data will not be 'sold on', shared or made accessible to any third party or non-Members of the Club and all Personal Data will be administered internally by the Club's Secretary and Membership Secretary.
- The Club cannot be held responsible for any Member's Personal Data held and used by any other Club Member.

### Photographs

- The Club may upload photographs of Club activities to the Club Website from time to time, which are likely to include images of staged or candid groups of Club Members. Photos of children will not be uploaded to the Website. Images of Club Members will not be used or distributed for any other purpose.

## **Email Addresses**

- Members' email addresses will be transferred to the Club's Google Contacts and will be used by the Committee to communicate with Members in relation to the Club's activities only, using the Club's Gmail account.
- Whenever a single email is to be sent to any group of Members, the bcc address will be used, to avoid sharing emails unnecessarily with all addressees within the group.
- Individual members, including Committee Members, are not restricted by this Policy against the use of email addresses of other Members for personal communications.

## **Members' Rights**

- Members have the right to request a copy of the information held by the Club about them.
- Members have the right to withdraw their consent at any time, by asking the Club Secretary, in writing, to delete their personal data in part or in full.
- Members have the right to ask for any image of themselves to be removed from the Club Website at any time.

Colin Garthwaite  
Secretary, Poynton Rambling Club