



# Privacy notice for Ladies Scottish Climbing Club Prospective Members

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.

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## What we need from you

When you express interest in becoming a member Of the Ladies Scottish Climbing Club 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.
- 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 provide you with opportunities to attend meets and join the club.

## Why we need your personal information – legitimate purposes

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

- Provide you with an opportunity to attend our meets as well as advising on which meets may be suitable for you to attend
- Organise club activities and manage risk and safety if you attend a meet on the hill or at a climbing wall.
- Remind you when you have met the membership criteria and can apply for membership.
- 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.
- 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 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 Membership Secretary 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.

### **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](http://www.ico.org.uk)