

## **Privacy Notice for Wessex Cave Club – Updated February 2022**

Wessex Cave Club takes your privacy seriously. We are a “controller” of the personal information that you provide us with. We will act as a “data processor” for any “personal data” that we are provided with which we need to administer the operation of Wessex Cave Club. We will ensure that the data we are given about you is processed in line with our organisation’s Data Protection Policies and in line with your rights under the Data Protection Act 2018, the EU General Data Protection Regulations and the Payment Card Industry Data Security Standard.

We have summarised some of the key ways in which we deal with this information below.

### **Information held.**

Information may be held in paper form or electronic form depending on usage.

Information can broadly be split into the following classes:

1. Data used for general administration of the club
  - 1.1. a database containing Members’ and Others’ personal data
  - 1.2. a commercial list-server containing names and email addresses
2. Data used for general administration of Upper Pitts
  - 2.1. a database containing Members’ names and key token data
  - 2.2. paper signing in sheets recording usage
  - 2.3. CCTV monitoring access
  - 2.4. a booking diary is held on the Wessex Cave Club web site
3. Data used for general access to and control of caves
  - 3.1. paper sheets recording equipment, including cave keys, usage
  - 3.2. paper sheets recording Charterhouse Caving Company Ltd permits issued
  - 3.3. Log Book recording caving activities

### **Members’ personal data we hold**

The types of data we hold and process will typically include:

- Contact details, including name, address, telephone numbers and email address.
- Identifying details, including date of birth.
- Information relating to your length of membership.
- Other information in relation to your membership, for example payments made.

We obtain some of this personal data directly from you. We may also obtain data from other sources including public databases.

### **Others’ personal data we hold**

- Contact details, including name, address, telephone numbers and email address for Journal distribution.
- Contact details, including name, address, telephone numbers and email address for Upper Pitts administration.
- Contact details, including name and address for access to Charterhouse Caving Company Ltd caves.
- Payments made.

### **What will we do with your personal data?**

We will use this personal data to administer the Club and to comply with our legal obligations.

From time to time we will share your personal data with third parties, in order to comply with our obligations under law and in connection with the provision of services that help us carry out our duties. These organisations include but not limited to:

- British Caving Association
- Charterhouse Caving Company Ltd (for access to caves controlled by them)
- Simmetrics Ltd / My Clubhouse
- South Wales Caving Club (for access to caves controlled by them)

### **What is the legal basis for our use of your personal data?**

The legal basis for our use of your personal data will generally be one or more of the following:

- we need to process your personal data to satisfy our legal obligations and/or
- we need to process your personal data for the legitimate interests of administering and managing the Wessex Cave Club.

### **How long will we hold your data?**

We will only keep your personal data for as long as we need it to administer Wessex Cave Club and to deal with any questions or complaints that we may receive about this, unless the law requires us to keep it for a longer period.

### **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances you may also have a right to ask us to restrict the processing of your personal data until any errors are corrected, to object to processing or to transfer or (in very limited circumstances) erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk).

If you wish to exercise any of these rights, please contact the Membership Secretary of Wessex Cave Club. You also have the right to lodge a complaint in relation to this notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

### **Contacting us**

Please see the website [www.wessex-cave-club.org](http://www.wessex-cave-club.org) for further information.