



CLONAKILTY HILLWALKING CLUB PRIVACY POLICY

(Last revised on May 21st 2018)

The Privacy Policy below will become effective on May 25th 2018.

What information do we collect?

Currently, we hold the following personal data on you:

Name, telephone number, postal address and email address (if supplied by you), date of birth (if supplied by you), name and contact details of your next of kin (if supplied by you), and whether you are a member, associate member, committee member or non-member of Clonakilty Hillwalking Club.

How do we use the information?

We use your data to inform you of our upcoming walks and events, to pass on information to you from Mountaineering Ireland, and also to inform you of other events organised by third parties, such as walking festivals, challenges and social events, which may be of interest to hillwalkers.

We also share your information with Mountaineering Ireland. When you become a member of, or renew your membership with Clonakilty Hillwalking Club, you will be registered as a member of Mountaineering Ireland. We will provide Mountaineering Ireland with your personal data which they will use to enable access to an online portal for you (www.mountaineering.ie - Login). Provided you have supplied a valid email address, Mountaineering Ireland will contact you to invite you to sign into and update your Mountaineering Ireland details. You can ensure that your data is correct and can set your own privacy settings.

Apart from Mountaineering Ireland, your personal data will not be passed on to any third party without your permission.

How can you access, update or delete your data?

If you wish to correct, update or delete your data, or if you simply wish to know what data we hold on you, please email us at clonakiltyhillwalking@gmail.com or contact us through our website at <http://www.clonakiltyhillwalkingclub.com/contact.html>.

How long will your data be retained by us?

We will retain your data for two years after you cease to be a member of Clonakilty Hillwalking Club unless you request removal from our data base prior to this (see previous section).

How do we secure, store and retain your data?

Paper membership forms are stored in the personal care of the Treasurer of Clonakilty Hillwalking Club in a secure location. Personal data is stored by the secretary of the club in a secure location. We seek to use reasonable organizational, technical, and administrative measures to protect information from loss, misuse, unauthorized access or disclosure, alteration and/or destruction. Unfortunately, no data transmission or

storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure please notify us immediately at clonakiltyhillwalking@gmail.com.

What is our policy on photographs?

Group photographs/video images may be taken during walks and other events organised by Clonakilty Hillwalking Club. If you do not wish your photograph to be placed on our website or Facebook page, or indeed if you do not wish your photograph to be taken at all, please inform the event organiser/walk leader or the photographer on the day.

Changes in our Privacy Policy:

We reserve the right to modify this Privacy Policy at any time. If we decide to change our Privacy Policy, we will notify you by email, or by means of a notice on our home page.

Procedures:

Members' personal data is updated on an annual basis on renewal of membership.

Paper records which are no longer to be retained by Clonakilty Hillwalking Club are destroyed by shredding.

Personal data of members is forwarded by the club administrator (secretary) to Mountaineering Ireland by means of a secure login which is password protected.