

Phoenix Walking Club: Data Protection and Privacy Policy

General

- The Phoenix Walking Club (hereafter – ‘The Club’) needs to keep personal data about its members to carry out the club activities.
- We will collect, store, use, amend, share, destroy or delete such data in ways which protect member’s privacy, and which complies with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
- We only collect, store, use, and amend the minimum amount of data that we need for the clear purposes of running the club and we will not collect, store, or use data we do not need.
- We only collect, store, and use data for purposes that are in the club’s legitimate interests.
- If requested, we will provide members with a copy of the information we hold about them.
- If requested, we will delete their personal information.
- We will endeavour to keep personal data up-to-date and accurate.
- We will not share personal data with third parties or other members of the club without the explicit consent of the relevant individual, unless legally required to do so.
- Personal data will not be used on club publicity without specific consent.
- This policy will be reviewed regularly.

Storage of members data

- Currently all personal information held about members is stored by ‘WebCollect.’ (Online membership and events management software.)
- WebCollect have very stringent data protection strategies in place which fully comply with the GDPR.
- WebCollect have privacy policies which forbid the sharing of our data with others.

Access to the data

- Club members may access their own personal account page via a personal email address and private, personal password.
- The overall management of the WebCollect system is currently undertaken by designated members of the committee.
- Other club members (mainly committee members – but not strictly so) may be given varying degrees of access to the club membership data to allow them to carry out their role in the day to day running of the club.
- Such members with additional access agree that:
 - they will not pass personal data to other club members or outsiders,
 - they will not use the data for anything other than club business without specific consent,
- Furthermore, that when members with additional access no longer need such access, (retirement / change of role etc) the ability for them to access club data is withdrawn.

Date of Policy, August 2023