



## PRIVACY POLICY

### Traditional Touring Club

1. needs to keep data about its members to advertise and coordinate walks, cycles and other activities run by the group or its members for the members.
2. will not collect, store, use, amend, share, destroy or delete data in any way which does not protect members' privacy or comply with the UK General Data Protection Regulation or other relevant legal requirements.
3. will only collect, store and use the data it requires for the purposes listed above and will not collect or use data which is not needed.
4. will only collect and store data
  - i. for purposes for which members have given explicit consent
  - ii. for purposes which are in the club's legitimate interests<sup>1</sup>
  - iii. for contracts with an individual whose data is being used
  - iv. to comply with legal obligations
  - v. to perform public tasks<sup>2</sup>
  - vi. to protect a member's life
5. will provide individual members with details of the information it holds about them when they request that it does so.
6. will rectify or delete personal data if requested by a member unless it is required for legal reasons to retain it.
7. will do its utmost to ensure that data is kept up-to-date and is accurate.
8. will ensure that members' data is stored securely.
9. will keep clear records to show why specific data is collected and held and ensure that it is used for these purposes only.
10. will not share data with any third parties without the specific consent of the member(s) concerned unless obliged by law to do so.
11. will endeavour not to have data breaches. In the event of a breach, the Club will aim to retrieve any lost or shared data. It will evaluate its systems and processes and make changes necessary to prevent a further breach. Serious breaches which may risk an individual's personal rights or freedoms will be reported to the individual concerned and the Information Commissioner's Office within 72 hours.
12. will maintain a set of data protection procedures for the committee and other members to follow.

<sup>1</sup> Legitimate Interest – ways which are necessary to run the Club and which members can reasonably expect it to be used for.

<sup>2</sup> Public Tasks – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in the data controller