



Shepton Mallet Caving Club Privacy Notice

The Shepton Mallet Caving Club Limited (the **Club**) takes protecting your privacy extremely seriously. It is really important to us that you trust us with your personal information, so we want you to make sure that you understand what information we hold about you and how we collect, store and process it in order to be an effective club.

We are committed to ensuring that we comply with the data protection principles of the General Data Protection Regulation (GDPR), that we meet our legal obligations under the 2018 Data Protection Act and 2019 Data Protection, Privacy and Electronic Communications Regulations, and that the data we collect is stored securely and used fairly and lawfully.

If you have any questions about this policy, or what we do with your personal information, please contact the Membership Secretary (membership@shepton.org.uk).

What Personal Information do we hold on you?

You may give us information about you by completing a membership application form or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, date of birth (for under 18s only), address, e-mail address, phone number, and details of your past caving experience and caving club membership (your **Personal Information**). If any of your Personal Information changes, or if you believe that any of the Personal Information we hold is incorrect, please let us know by contacting the Membership Secretary and we will ensure that your Personal Information is updated. We may contact you from time to time to verify that your Personal Information is up to date.

What do we use your Personal Information for?

We use your Personal Information to administer your membership and provide the membership services you are signing up to when you join the Club. Our lawful basis for processing your Personal Information is legitimate interest.

Specifically, we use your Personal Information to:

- process your membership application;
- provide you with access to the Club email distribution list;
- send you the Club journal, newsletter and other similar publications;
- collect and administer your annual subscriptions;
- provide you with news and information about the Club and related caving activities;
- administer your access to the Club hut;
- provide you with public liability insurance; and
- maintain a historical record of Club activities.

The Club has a public and a members-only Facebook group, and a WhatsApp group. All members are free to join these groups. If you join, please note that Facebook and WhatsApp have their own, separate privacy policy and that the Club does not accept any responsibility or liability for your use of these third party services. Please check Facebook and WhatsApp's privacy policies before you submit any Personal Information to these platforms.

Who do we share your Personal Information with?

In order to provide you with the benefits of Club membership, we may share your Personal Information with the following third parties.

- Members of the Club's committee, for administrative purposes.

- Other members of the Club who may need to contact you from time to time to organise Club events or manage Club affairs.
- The British Caving Association (BCA). When you become a member of the Club, you will automatically be registered as a member of BCA. We will provide the BCA with your Personal Information which they will use to provide public liability insurance cover. Details of how the BCA uses your Personal Information are explained in its [Privacy Policy](#). If you do not wish us to share your Personal Information with the BCA, you must tell us and arrange your own insurance directly with the BCA. As a BCA-registered club, all members must be insured; individuals cannot be a member of the Club without BCA insurance.
- The Club's email service provider, Krystal Hosting Limited. Details of how Krystal uses your Personal Information are explained in its [Privacy Notice](#).
- As a Mutual Society registered with and regulated by the Financial Conduct Authority (FCA), the Club is obliged to maintain a register of members and officers and to make this information available to the FCA on request.

We will not pass your Personal Information on to any other third party without first asking your permission.

How do we protect your Personal Information?

We aim to protect your privacy by:

- storing your Personal Information on a secure online database which is accessible only to named members of the Club committee;
- ensuring that committee members, and others who have responsibility for processing your Personal Information, are made aware of good practice in data protection;
- minimizing wherever practicable, the number of third parties who have access to your Personal Information; and
- destroying Personal Information which is no longer relevant, unless we have a legitimate reason or statutory obligation to do so.

How long do we keep your Personal Information?

We keep your Personal Information for as long as you are a member with us. If you choose to leave the Club, we will securely destroy any Personal Information we hold on you within one year. To preserve a historical record, the Club retains basic information on your years of membership.

What are your rights?

You may, at any time, request to see the Personal Information we hold about you, or ask us to correct or erase your Personal Information. You have the right not to share your Personal Information with the Club. If you choose not to share your Personal Information with us, however, then we may not be able to administer your membership and so you may no longer be able to be a member of the Club.

If you wish to exercise any of your rights regarding the Personal Information we hold about you, please contact the Membership Secretary. We aim to respond promptly and efficiently.

What to do if you have any queries or concerns

The Club tries to meet the highest standards when collecting and using Personal Information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. If you are concerned by how we have treated your Personal Information, please contact the Secretary (secretary@shepton.org.uk).

Revision history

Revision	Date	Purpose
01	October 2018	First issue
02	May 2020	Updated with details of opt-in system for sharing data.
03	September 2021	Updated to reference new DPPEC Regulations 2019. Updated link to BCA Privacy Policy.
04	April 2024	Updated following change to Mutual Society Status. Also added reference to new WhatsApp group.