



## Coventry C.H.A. Rambling Club Privacy Notice

The General Data Protection Regulation (GDPR) came into effect on 25<sup>th</sup> May 2018. This means that any information the Coventry CHA Rambling Club holds about you from the past or that you provided to us since, needs to be accessible to you as an individual and we need to be transparent about how we use your personal data.

### What Kinds of Personal Information Do We Hold About You?

- Your title, name, your contact details, including for instance your email address, home and mobile telephone numbers.
- Your home address.
- Your date of birth.
- Some special categories of personal data such as about your health – requiring information be shared with your relatives or carer. \*
- Membership Start Date.

\* The data shown on the Club “Personal Medical Form” is for your use in the case of a medical emergency. Details such as your doctor’s name, ongoing medical conditions, current medication and allergies are **not known or held** by the Club.

### What are the Legal Grounds for Our Processing of Your Personal Information?

We have decided to process your data on the legal ground – with your **Consent**. We will use your data to keep you as a member of the Club fully informed of the Club’s activities.

- Send Ramble Programmes, Newsletters throughout the year by post or by targeted electronic mailings
- Supply Club information, the Rules, personalised membership cards, proposed holidays, short breaks, social events, blank Personal Medical Forms, minutes of meetings and agendas.
- Ask you for your consent prior to personal data being included in a Newsletter article or if your face is clearly shown in a photograph. The Newsletter and selected photographs are displayed on the Club’s website.
- Use your date of birth to honour birthdays and to comply with possible legal obligations or to exercise or defend legal claims.
- Contact you by telephone or email if we have to confirm a ramble booking or cancel a ramble at the last minute, due to unforeseen circumstances, such as, adverse weather conditions.



We are required by law to have your consent to hold your data, process it and use it to carry out these activities. In the case of couples, the consent will be treated as being separate for each member. Data associated with children under the age of 18 years and/or vulnerable adults will not be held or processed.

### **Is your Personal Information Transferred Outside the Club?**

We do not transfer personal information outside the Club, except when: -

- Pursuing a possible legal claim with the Club's Insurance companies.
- There is a requirement to provide a guest list to a chosen hotel or hostel, when organising group holidays and short breaks.
- There is a requirement to provide a passenger list and the passport number of each group member for particular flights with a chosen airline, when organising a holiday outside the United Kingdom.

We will not pass your details on to any third party for marketing purposes.

### **What are Your Rights under the Data Protection Laws?**

Here is a list of rights that all individuals have under the Data Protection Laws.

- **Right to be informed** – The Club have to be transparent with you about the processing that we do with your personal information. This is why we have a Privacy Notice.
- **Right to have Personal Information Corrected** – You have a right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.
- **Right to take back Consent** – If you have provided your consent to us for processing your personal information, you can withdraw this at any time. The consequences of withdrawing consent might be that we cannot send you Club documentation; removal of your name from the Club's mailing list, stopping receipt of future Ramble Programmes and Newsletter.
- **Right to have Personal Information Erased** – The right to have your personal information erased enables an individual to request the deletion or removal of personal information where there is no compelling reason for its continued processing. You might exercise this right if you are leaving the Club and wish to erase all your personal data from Club records.
- **Right to Request Access** - The right to request access to the personal information held about you, to obtain confirmation that it is being processed. This may assist if you wish to find out what personal information we have, in order to then determine if you can exercise the other rights in this section.

If you would like to exercise any of these rights, please contact the Data Controller: -

David Roper,  
38, Hickman Way,  
Kenilworth ,  
Telephone: 07 852 851 938  
Date: February 2025