

RECORDS AND PERSONAL DATA

Legislation defines personal data as information which relates to a living individual who can be identified either from that data or in combination with other data which may become available.

In order to provide an effective administration for the Area and the Groups making up the Area it is essential that we make full use of computing. This does mean we need to keep certain personal information on file to carry out our day to day operations.

We do not record any sensitive personal data for example, racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, and any proceedings for any offence (committed or alleged), the outcome of such proceedings or any sentence of any court in such proceedings.

The Ramblers Association nationally (the Ramblers) sets out our formal Data Protection policy to ensure the organisation complies with current legislation. All Area and Group officers work under the prevailing guidance of the Ramblers data protection officer and members can access that guidance at the website detailed below.

<http://www.ramblers.org.uk/great-britain/resources/volunteer-resources/membership-secretary-toolkit/data-protection-guidance>

As an Area and Groups we are provided with full membership details from the central office. These are maintained by the Area and Group Membership Secretaries and are provided as required to other Area and Group Officers to allow them to fulfill their roles.

Membership data may be used for managing membership status and subscriptions, communicating with members with regard to organisational issues and promoting Rambler's events and campaigns. Only data needed for the specific purpose will be asked for or recorded.

In joining the organisation it is taken that members wish to receive such publications as are produced including Area and Group newsletters. To this end Area and Groups hold addresses on computer. The only information we hold is information members provided to the organisation to allow us to provide you with the membership services you requested by joining the organisation and it will not be divulged to third parties without that member's specific consent.

The Area and the Groups use the postal addresses to post out local newsletters and email addresses to send out information between those publications.

Where a member has provided an email address, consent is effectively given for it to be used in furtherance of the organisation's activities. If at any time you decide you do not wish to receive email communications please advise the Area Secretary and your Group Secretary. Members will in any event be reminded from time to time that it is their choice as to how we communicate with them.

If you do have an email address we would ask you to keep the Area Secretary and your Group informed as we are trying to make more use of electronic communications to keep costs down

As all Area and Group Officers are volunteers the information you have provided is kept on personal computers or laptops etc., but we will keep the information you provide to us as secure, as accurate and as up to date as possible.

In order that members can contact the appropriate local officer contact details of that officer will be published in newsletters but only to the extent that officer wishes.

All this means that we will treat your information fairly and in ways you would expect.

With effect from May 25th the UK's existing data protection laws will be replaced by the EU's GDPR. The new law aims to give EU citizens more control over how their personal data is used, especially online.

There is a lot of conflicting advice as to what exactly it requires of us but the Head of the ICO, the organisation policing this, is on record saying that this will evolve and she considers the present situation as part of a journey.

It has also been said that if we are seen to be trying to meet the spirit of the legislation there will be a transitional period until matters settle down; become clearer and the legislation possibly fine tuned.

We have confirmed that locally we do not need to register with the ICO as we only process data for recreational and campaigning reasons which are exempt from registration. Our current processing is lawful as we have both contractual and legitimate purposes to use the collected personal data from membership forms.

The key principles to bear in mind are that data needs to be processed securely; to be updated regularly and accurately and must be limited to what the Association needs. Data must be used only for the purpose for which it is collected and before using personal data, we must give people clear information about how it will be used as we are doing with this note.