



# EPOC Data Protection and Privacy

EPOC takes the privacy of its members' personal data seriously and we take a series of measures to ensure this. We only collect the minimum information we need and we require your consent to do so. We keep it securely and, with the sole exception of the British Mountaineering Council (BMC) to whom the club is affiliated, we share it with no other third party. We would never sell it to anyone. The following paragraphs describe our procedures, processes and policies for this in more detail.

## **Why do we keep personal data?**

We keep data about you to allow us to administer the club, to manage our affiliation with the BMC and to allow members to communicate with one another.

## **What personal data do we keep?**

We only keep the details that you provide on your membership application form and only if you give us your consent to do so. Apart from individual's names, the only data we require for all members is an email address. For active members (those who are in the Full / Student / Affiliate / Provisional categories) we also require your full postal address since that is also shared with the BMC. Any other contact details you give us are entirely at your discretion. We neither collect nor store information such as gender, age, ethnicity, or next of kin. However, you are advised to also read the "Other Considerations" section.

## **How do we store your personal data?**

The personal data is stored in a secure database on a secure server which is located in a secure data centre. Only club officials and their nominated webmaster have logical read/write access to it; only the webmaster and datacentre staff have physical access. The same server also holds EPOC's website and email-handling software.

## **Who can see my data?**

The membership list is displayed on the EPOC website but only in the secure "Members Only" section which requires an access code. It is not visible to the general public. The list is generated dynamically and directly from the database by server-side scripts and there is no other path to the underlying data.

## **What about the BMC?**

The BMC has its own systems and policies for data protection and privacy as displayed on their website. Their primary means of contacting you is by post, though they will also invite you to set up your own account which would allow you to manage your private data yourself.

## **How do I get my private data changed or deleted?**

You should contact the club secretary who will send you a form to fill in.

## **How long will you keep my data?**

Data for active members will be kept as long as they remain members, which means consent to store it, and the opportunity to review what is stored, is renewed annually. Should an active member decline the invitation to renew then they will be shown as a “Lapsed” member and, if they do nothing, transferred to “Contact-only” membership after 3 months. Data for “Contact-only” members is retained for 5 years and then automatically deleted unless consent to keep it is renewed.

### **What about mailing lists?**

EPOC’s systems for distributing and for forwarding emails are driven by software that accesses the membership database directly. There are no separate email address lists. Emails for distribution are processed and sent individually to the intended recipients. The processing also checks that the email’s originator is using an address registered on the membership database, and this means that the distribution cannot be invoked by anyone outside of EPOC. Members can elect to receive emails originating from all members, or only those originating from club officials. Since there are no email address lists, it follows that there are none that could get into the wrong hands.

### **Any other considerations?**

Members sometimes elect to make payments to EPOC – of membership fees or meet attendance charges – by BACS or by cheque. They should be aware that the banking process will capture their bank account details (sort code and account number) as a result and that these may appear on club bank statements. These can be viewed by the club treasurer, only, and are used by them to reconcile the club’s accounts. They are not stored in the membership database.

Most meets are arranged and administered by meet leaders using email. Should you also respond to the meet leader by email then that will almost inevitably create an email chain with your contact details included. This is outside of EPOC’s control and thus outside the scope of these policies.

Many members are friends, share common interests and are also members of other clubs. As a result, they may use your contact details privately. Again, this is outside of EPOC’s control and thus outside the scope of these policies.