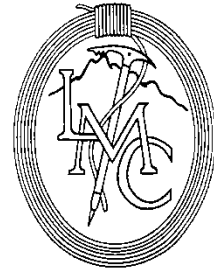


London Mountaineering Club

Data Protection Policy

July 2010



Purpose

The purpose of this policy is to: a) identify the data, especially personal data, that is held by the London Mountaineering Club (LMC); b) the purposes for which this data is held and c) how it is managed to ensure its safety and security.

Data Held

Below is a summary of data held by the LMC and for what purposes.

- Members address and contact details for correspondence and forwarding to the British Mountaineering Council (BMC) for reciprocal membership and to allow members to access BMC services.
- Providing the BMC with membership Numbers for the calculation of the Club's annual affiliation fee.
- Members address and contact details for inclusion in the Members' Directory to allow members to communicate between each other.
- Next of kin details for Meet Stewards to make contact in the event of an emergency.
- Limited bank payment details such as copies of cheques and PayPal receipts. These details do not allow the LMC to take payment: they only record historic transactions for audit. The LMC does not hold Credit or Debit Card details as payments are processed through PayPal, a secure intermediary provider, and members' issuing banks.

Management of Data

The above data is stored electronically on a central secure web based database that allows the Committee, Meet Stewards and Members access to information in a controlled manner. This also eliminates the need for multiple hard copies of more sensitive data or the need for disks containing data to be passed between Committee Members and Meet Stewards during administration thus reducing the chance of loss or misuse. The only exception to this is records of financial transactions such as copies of cheques or PayPal receipts that are kept in hard copy or on the PayPal system by the Treasurer for audit.

Data can be accessed by:

- LMC Members who are granted access to the club's website via a secure login. This allows members to look up the details of a member to make contact with them
- LMC Members through the Membership Directory. This is an annual publication that contains a list of members and their selected contact details to facilitate communication between members.
- The Committee for administration. Members of the Committee, primarily the Membership Secretary, Membership Administrator, Web Administrator and Treasurer, are able to download data from the database and amend records. This is to facilitate payments and returns to the BMC, administer membership renewals and the produce mailing labels for posting out Club material such as the London Mountaineer. Access is granted for these functions via an additional secure login on the Club's website and the members who have such logins are authorised by the Committee.

Safeguards

To ensure safety and security of data the following precautions and measures are taken –

- Access to downloadable data is limited to a few Committee Members who each hold individual logins and passwords for accountability.
- Members can opt-out of both the website listing and/or the Members Directory listing.
- Past members data is deleted if they decide to relinquish membership.
- General members of the public cannot access the Members Directory online as they require a secure login. Past members logins are blocked on termination of membership.
- Transfer of data to the BMC is controlled through nominated points of contact at agreed intervals when it is sent via password protected email attachment.
- The Committee and Meet Stewards are instructed to shred any hard copy material that contains members' details when no longer required and to store such material securely.

Monitoring

Responsibility for monitoring the safe use and management of data is held by the Committee. The Membership Secretary and Membership Administrator are the main users of Club data.

The Web Administrator ensures the security of the website and database by issuing passwords to users and disabling them should they leave the Committee. The Web Administrator ensures the Club uses a reputable hosting provider and up-to-date software to manage and control access to data.

Any complaints relating to data use and management are directed to the Committee for action by the Committee. The Committee is accountable to the Club's membership and is subject to annual re-election the Annual General Meeting.