

CASTLE BROMWICH RAMBLERS



General Data Protection Regulation (GDPR)

Introduction

The GDPR came into effect on 25th May 2018. It's purpose is to regulate how personal data may be used.

The Ramblers have issued advice to Areas and Groups about it's implementation and this document explains how the Castle Bromwich Group (CBR) will comply.

Responsible Member

The **Membership Secretary is the Responsible Member** for holding CBR members personal data. This is done on her/his **personal computer or paper based filing system**, which also applies to those members authorised to hold copies.

Membership Information

The Ramblers will provide regular updates of the Group's membership to the Membership Secretary, along with contact details and members' consents to being contacted. The Membership Secretary will forward copies to the **Chair, Secretary, Newsletter Editor and Rambles Secretary**, as they will need it to provide members with relevant information. Membership numbers and names of new or leaving members will be reported to the Committee at its quarterly meetings.

Members Consent

The Ramblers Central Office will collect consent from members when they join, about how they wish to be contacted by the Ramblers. This information is sent to CBR's Membership Secretary.

CBR will only contact its members, or the few non-CBR members who often attend our activities, by the methods notified to Central Office.

Members will therefore only **receive these items by email if they have consented** to be contacted that way with the Ramblers.

Emailed information will be sent by blind copy (bcc) so that members do not see others addresses.

All such contacts will include a statement **asking members to inform the sender if they no longer wish to receive communication** at all, or by that method.

Minutes of meetings

At the end of Committee and General meetings, confirmation will be made as to how minutes will be published. For Committee meetings these will normally only be issued to Committee members.

Walk Leaders' information

Walk Leaders will be asked to complete a Publishing Volunteers Consent Form to **give or withhold their consent to their contact phone numbers being included in the walk programme**, which also appears on the website.

This will also apply to members whose names appear on the programme because of their position e.g. Membership Secretary, Rambles Secretary and to any members whose names appear on Publicity leaflets etc.

Photographs

It is **permissible for photos of groups of members** to be placed on the website, social media or publicity material provided **no one is identified by name**. However, **photos of only one or two people must receive their consent in writing**. For this a Ramblers' Media Consent Form will be issued to all attending walks.

Third parties

CBR will not forward any personal data to Third Parties without the written consent of the member concerned.

Claims for expenses

The Treasurer may ask members claiming expenses to put personal contact details on their claims form. In so doing they are consenting to the Treasurer contacting them by those methods in respect of their claim only. The Treasurer will file such forms either on a personal computer or paper filing system for purpose of financial records and checks only.

4th June 2018