



THE RED ROSE CAVE AND POTHOLE CLUB

DATA PROTECTION AND MEMBERS' PRIVACY POLICY

1. Introduction

This policy for the Red Rose Cave and Pothole Club (hereinafter referred to as 'the Club') outlines the Club's commitment to the protection and handling of personal information given to the Club.

2. Privacy Statement

This privacy statement sets out how the Club uses and protects any information that you give the Club or when you use the Club website.

The Club is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified for Club administration or activities or when using this website, then you can be assured that it will only be used in accordance with this privacy statement for the purposes of effective running of Red Rose Cave & Pothole Club.

The Club may change this policy from time to time by updating this Policy. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25th March 2023.

3. Data Protection

What personal data we hold about you

When you join the Club you are asked to provide your name, address, date of birth, email address and, optionally, your phone number and/or mobile phone number. For members under 18 you must also provide the name of parent or guardian

Why we need your personal data

The reason we need your personal data is to be able to administer your membership and BCA membership, send you the Club newsletter and any other necessary information about Club activities.

Who we share your personal data with

As a British Cave Association (B.C.A.) affiliated club we will provide your name, contact details and date of birth to the B.C.A. for them to administer your membership of the B.C.A. including your combined liability insurance cover. More information about how the B.C.A. uses data can be found at the following B.C.A. website link. [BCA Privacy Policy](https://british-caving.org.uk/privacy-policy/) (https://british-caving.org.uk/privacy-policy/)



How long we hold your personal data

In accordance with our Constitutional membership rules we will hold the data provided on your original membership form for as long as you are a member of RRCPC, plus one year.

Your rights regarding your personal data

You have the following rights over the way we process personal data relating to you. We aim to comply without undue delay.

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information and to check that we are lawfully processing it.
- Request correction of the personal information. This enables you to have any incomplete or inaccurate information we hold about you corrected. It is important that the personal information we hold about you is accurate and current. Please update your personal records for any changes on a timely basis.
- Object to the processing or distribution of data about you. As a data subject you are not obliged to share your personal data with the Club. Although if you choose not to share your personal data with us we will not be able to register or administer your membership.
- Right to be forgotten. You may request in writing to have your personal data removed from Club records (subject to certain conditions e.g. the data is still required for the purpose it was originally collected and consented for, such as a membership application being required for continued membership). Valid requests will be dealt with within one month of receipt.

A small fee may be payable if you require a copy of the information we hold on you. Such requests can be made to the Chairman of RRCPC at chairman @ RRCPC.org.uk

4. Security:

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable, physical, electronic and managerial procedures to safeguard and secure the information we collect. Please be aware that, although we endeavour to provide reasonable security for information we process and maintain, no security system can prevent all potential security breaches.

How we use cookies:

A cookie is a small file which asks permission to be placed on your computer’s hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular website. Cookies allow web applications to respond to you as an individual. A web application can tailor its operation to your needs by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps our website administrators analyse data about webpage traffic and to improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and



then the data is removed from the system. A cookie does not give us access to your computer or any information about you other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies but you can usually modify your browser setting to decline cookies if you prefer.

Links to other websites:

Our website may contain links to other websites of interest. However once you have used these links to leave our site, you should note that we do not have any control over that third party website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

5. Abbreviated Privacy Statement (for use on forms, website data capture areas etc)

The Club respects everyone's privacy and your personal data will only be shared with our parent organisation, the B.C.A. We will never sell, share or disclose your data to a third party without your express consent. We only retain data that is necessary for the effective operation of Club activities. You may request to be removed from any database we retain or request details of any information the Club holds on you as laid out in our full Data Protection and Members' Privacy Policy available on the Club website.

6. Signed on behalf of the committee:

Steve Gray

28/01/2021

Chairman

Date

7. Revisions and approval history

- 26/02/2018 - Data Protection and Privacy statement page added to Website.
- 28/01/2021 - Reviewed / updated? Policy stated as being effective from this date.
- 16/03/2023 - Draft policy, reviewed and updated. Wording changed to be more consistent. Date of Birth added to data explicitly kept by the Club and also parent / guardian names for members under 18. Data to be kept 1 year after membership ceases (to comply with Constitution). Added right to be forgotten (GDPR).



23/12/2025 - Reviewed by Philip Withnall, Emma Key, and Gwen Tawy. Minor amendments made to grammar and terminology by Emma Key and Gwen Tawy . Approved by Committee (minuted)