

How Cardiff Outdoor Group uses your personal information

This statement explains how the Cardiff Outdoor Group (“the society”, we, “us” and “our”) handles and uses the personal information we collect about our members for processes relating to our operations and activities.

When changes are made to this statement, we will publish the updated version on our website.

The controller for your personal information is the Membership Secretary, who can be contacted at membership@cardiffoutdoorgroup.org.uk

How we use your personal information

We collect and process your personal information for several purposes, including:

- Maintaining your personal details (eg your name, membership number, address and email address), to ensure effective communications with you
- Keeping financial records (eg payment of your membership fees)
- Undertaking research into our activities from time to time
- Managing any complaints made to us

Our normal legal basis for processing your personal information is your consent, which you gave at the point you became a member of the society and which you can withdraw at any time, including by resigning your membership.

We keep your personal information for as long as we need it, and it will be deleted after your membership ceases.

How we share your personal information

- Personal information is not shared outside the society and its members.

We may be subject to a legal requirement (with or without your consent) to share your personal information with a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (eg relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance.

Your rights

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all these rights are qualified in various ways.

If you have any questions or concerns about how your personal information is used, please contact us using the above details.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>)