

# LAKE DISTRICT MOUNTAIN TRIAL ASSOCIATION – DATA PROTECTION POLICY DOCUMENT

## About this Policy

This policy explains when and why we, the Committee of the Lake District Mountain Trial Association (LDMTA), collect members' personal information, how we use it and how we keep it secure; also your rights in relation to it.

## Information we hold

Type of information	Purposes	Legal basis for processing
From Members' application / entry forms we collect, hold and use:-  <i>name, address, telephone numbers, e-mail address, date joined</i>	Managing membership of the LDMTA  Communicating with members to provide information on events organised by the LDMTA  Creating and managing the LDMTA's Membership Lists.	For the purposes of our legitimate interests in operating the LDMTA  <b>Consent.</b> We will obtain the Member's consent on their membership application form. The Member may withdraw their consent and leave the LDMTA at any time by contacting us by e-mail or letter to tell us that they no longer wish to remain a member

We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the "controller" of your personal data.

## How we protect your personal data

1. We will not transfer your personal data to anyone other than officials of the LDMTA without your consent.
2. We will use generally accepted standards of pc technology and operational security (passwords, antivirus software, etc) to protect your data from loss, misuse, or unauthorised alteration or destruction.
3. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk, carryout an investigation of the cause and put an appropriate solution in place.

## Who else has access to the information you provide us?

1. We will never sell your personal data.
2. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

## How long do we keep your information?

1. We will hold your personal data on our systems for as long as you are a member of the LDMTA and in archived form for as long afterwards as it is in the LDMTA's legitimate interest to do so or comply with the law.

## You have the right:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself.
- (g) to take any complaints about how we process your personal data to the Information Commissioner: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

**Note :** SiEntries, to whom entries for participation in races organised by the LDMTA are submitted, have their own GDPR Policy Document which can be viewed on their website (<https://www.sientries.co.uk>).