

Privacy Policy

The Yorkshire Subterranean Society (YSS) is committed to protecting your personal information. This Privacy Notice explains how we collect information about you, how we use the information we collect, and how you can instruct us if you prefer to change the use of that information.

The YSS will update this Privacy Notice on a regular basis so that it reflects the measures we are taking in relation to your personal data. This Privacy Notice was last updated on the 31st May 2018. Any changes we make in the future will be posted on this page and, for members, posted on the club forum.

How we collect your information

We may collect information about you when you:

- join as a member or make a related enquiry
- book accommodation, the meeting room or the SRT Wall, or make a related enquiry
- donate
- volunteer
- contact us
- use our website
- attend a minuted meeting, such as a Committee Meeting or an AGM
- are involved in an incident at our building or during one of our events

What personal information we collect

The YSS may collect the following types of personal data about you:

- Name and contact information (address, email and telephone number)
- Gender
- Date of birth
- Bank Details
- Medical information
- Details of other people associated with a booking
- Information relating to your online interaction with the YSS, for example the pages you visit on our website, your IP address, device and browser type.

The legal basis on which we process your data

In general the YSS relies on your consent in order to process your data.

You should be aware, though, that in certain key areas without your consent we will not be able to provide a service. For example, we are not able to accept a booking without an appropriate means of contacting you. We will also not be able to accept your membership if you do not allow us to share some of your personal information with the British Caving Association (BCA). This is because all club members are required as a condition of our own club insurance to be BCA members. If they are not, our own club insurance would be invalidated.

We also occasionally rely on legitimate interest as an appropriate reason for holding your data. Examples of this include: club newsletters and journals; Minutes of Annual General Meetings; signing-in sheets for accommodation and the SRT Facility.

How we store your information

The YSS is committed to processing your personal information only in ways that are fair, transparent and in accordance with the General Data Protection Regulations (GDPR). This includes that your personal information will be:

- used fairly and lawfully
- used for limited, specifically-stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

How we use the information we collect

The YSS will only use your personal information to provide you with services relating to the club.

We use your personal information to:

- confirm and remind you of your bookings
- provide the services you have requested
- manage your membership and membership-related benefits, such as reductions in Hut Fees and providing member-level access to the club website.
- record and thank you for your donations
- record your interactions with us
- contact you by email, post, text message or phone with relevant communications about the YSS, such as newsletters
- record any accidents or incidents that you may have been involved in or witnessed at our property.

All data is stored securely on UK-based servers. Apart from those listed above, personal information will not be passed to any other third parties unless we are required to do so by law.

How long we keep your information

In general we retain your personal information for as long as it is needed to fulfil the service you requested.

If there is any outstanding issue, such as a debt to the club, which means we have a legitimate interest in keeping it longer, we will do so, but only until this legitimate interest expires.

With the consent of members, we will retain historic membership data (limited to your name, the date of joining and the date of leaving).

In some cases we must retain some personal information in order to meet our legal obligations for reporting (for example, retaining financial records for up to seven years).

When your information is no longer required, we will delete it securely.

We may retain information about members or guests whose conduct has been anti-social or has breached our policies, for the purpose of restricting their future use of our services.

Information about young people

Children under 16 wishing to provide personal details to the YSS should get their parent or guardian's consent to do so.

Cookies

A cookie is a simple text file that is stored on your computer or mobile device when you visit certain websites. The website can retrieve and read the contents of the cookie.

You may refuse to accept cookies by changing the settings on your browser. However you may then be unable to access certain parts of the site. Unless you adjust your settings, our website will issue cookies when you visit the site.

The YSS may collect information about your computer (IP address, operating system and browser type but not personal information) and your activity on our website, information flows such as completing a form, content viewed to tailor further content and whether logged in to show appropriate information for registered users).

CCTV

We use Closed Circuit Television (CCTV) in our SRT Facility, and you may be recorded when you enter it. We use CCTV in order to help protect guests and members and to protect the Facility from criminal activities. CCTV footage will only be viewed when necessary – for example to detect a crime.

Disclosing your information to other organisations

For club members your BCA number, name and address are shared with the British Caving Association for the purposes of maintaining its own membership records. With your consent we will also share your e-mail address, year of birth and gender.

We may also, if requested by them, confirm your current membership status with the Wessex Caving Club, the Bristol Exploration Club and the South Wales Caving Club with whom we enjoy Reciprocal Rights.

We may disclose your information to the police or other authorities where we are under a legal obligation to do so.

Other than this, the YSS will not disclose personal data without consent.

Your rights

You may, at any time

- Ask us what information we hold about you and what we are doing with it
- Request copies of the information we hold about you
- Ask us to correct your information if it is inaccurate
- Request that we delete your information
- Ask us to change the way we process your information
- Object to our processing of your information
- Change how we communicate with you

You will need to make your request in writing (email or post) to the address below, and you will be required to prove your identity before a personal data request is actioned.

If you want to unsubscribe from YSS emails, you will find an unsubscribe link on the footer of our emails.

How to get in touch

If you have any questions about this Privacy Notice or wish to exercise your data privacy rights, please contact us as follows:

Email us: secretary@yssuk.com

Write to us: Data Protection, YSS, Hillfoot Barn, Selside BD24 0HZ