

Ibex Mountain and Hill Walking Club

Privacy Policy



This privacy policy sets out how Ibex uses and protects any information that you give Ibex, as a member or prospective member. We will only use information you have provided that identifies you in accordance with this privacy policy.

Ibex may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy was last updated on 16th September 2024.

Who is collecting the information?

- The information is being collected by Ibex Mountain and Hill Walking Club, affiliated to the British Mountaineering Council (BMC), number 910165.

Data collection principles

- Ibex only collects personal data needed for specific purposes.
- Ibex only collects the minimum amount of data to fulfil these purposes.
- Ibex reviews the data stored regularly and deletes anything that is not needed.

What data is collected?

We may collect some or all of the following:

- Your name, address, postcode, email address, telephone numbers and dietary requirements.
- Emergency contact information for your next of kin, including telephone numbers.
- Information on your skills, preferences, and interests.
- Other information that may facilitate and enhance club activities and the benefits of club membership.
- If you request to leave the club or do not renew, your name, email address and the date on which your account is deleted is recorded.
- Website traffic data including information about visits to the Ibex website using a service called Google Analytics. This service may set cookies in your web browser.

What is the information used for?

Ibex uses this information to organise club activities and events and understand how these can be tailored to meet the interests of members or attract new members. It is needed in particular for the following reasons:

- Organising weekends, day walks, weeks, and other activities and events.
- Alerting next of kin in the event of an accident or emergency.

- Keeping you informed of club activities and sending you other information that may be of interest to you as a member or prospective member of a hiking club.
- Enabling 'club member' status with the BMC, gaining access to benefits such as equipment discounts and liability insurance.
- Providing members and prospective members with third-party liability insurance when undertaking club activities.
- Finding out what interests you and what skills you have so that we can improve the range of activities that the club coordinates.
- After a person ceases to be associated with Ibex but then “rejoins” at a later date, Ibex needs to know whether to consider that person as a prospective member or a re-joining member depending on the lapsed period (greater than 3 years or less than 3 years respectively).
- Analyse the effectiveness and performance of the club website.

How is the data stored

- Personal details and membership registration data are stored on the Ibex website. More specifically, we use a third party software facility called WebCollect which is specifically aimed at managing the data of clubs. Both prospective members and paid-up members have a WebCollect account containing their details.
- When you apply for a club event, you complete an event application form online and this is stored in the WebCollect facility.
- When you apply for a weekend or week event, the organiser keeps track of who has applied on an ‘attendance sheet’. This is an excel spreadsheet held on their computer. It contains names, phone numbers, dietary requirements, and other information needed for organising an event.
- Names, email addresses, and account deletion date of people who have requested to leave Ibex or have not renewed are stored in a spreadsheet on the Ibex Google Drive. Only committee members can access this drive. The spreadsheet is managed by the Membership Secretary.
- Final instructions containing participants’ names and telephone numbers are produced by the weekend organiser and emailed to all participants on a given event, the Membership Secretary and Weekend Co-ordinator.

How do I access my data?

- To view and update your membership registration data, please log into WebCollect. Your details are displayed and can be updated.
- To view application forms for future events for which you have applied for, please log into WebCollect. Your upcoming bookings are displayed and application forms can be viewed.

Who has access to my data?

- Ibex membership and event information is stored in the Ibex website using the WebCollect facility. All data in WebCollect is accessible by members of the current Ibex committee.
- A sub-set of data in WebCollect relating to an event is accessible by Event organisers. Selected application form data for club events will be shared by the Event organiser with other participants, including: name, telephone number(s), email address and dietary preferences.
- The Membership Secretary retains names, email addresses, and account deletion dates after people cease to be associated with Ibex (they have requested to leave Ibex or have not renewed). This is so that Ibex knows whether to consider someone as a prospective member or a re-joining member depending on the lapsed period (greater than 3 years or less than 3 years respectively). The data is stored on the Ibex Google Drive.
- The BMC (see below).

How do I delete my data?

When your data is deleted you are no longer a member or prospective member of Ibex.

- To delete all your data held in the WebCollect facility please contact the membership secretary at membership@ibexhillwalkingclub.org.uk.
- Data deleted includes:
 - Personal details
 - Membership data
 - Event application forms
 - Email address (you will no longer receive the monthly newsletter or other emails)
- Note: Event organisers are requested to delete all related computer files including emails / destroy paper copies containing personal data immediately after an event.
- Participants are requested to delete all emails containing personal data immediately after an event.
- Weekend co-ordinator deletes all emails after one year (allows for ongoing correspondence during the current year).

Data sharing with third parties

- Your membership registration data will be transferred to the British Mountaineering Council (BMC), using their secure Member Services Online service. It is a condition of the clubs' liability insurance that members' details are transferred to the BMC. The BMC's privacy policy is available on the BMC website.

How long is the data stored for?

- Your membership registration data will be removed with immediate effect if you request to end your club membership. If you fail to renew your club membership

your membership registration data will be removed following a grace period of up to three months from the end of the preceding membership year (31st December), i.e. by end of March at the latest. Your email will also be removed from the club's members email list.

- Prospective members registration data will be removed approximately one year after registration if they have not joined the club. And their email will be removed from the club's prospective members email list.
- Event organisers are requested to delete all computer files / destroy paper copies containing personal data immediately after an event.
- Participants are requested to delete all emails containing personal information immediately after an event.
- Weekend Co-ordinator deletes all emails after one year (allows ongoing correspondence during current year).
- The names, email addresses, and account deletion dates of people who have left Ibex are deleted after 3 years.
- The information held by the BMC is held for approximately 6 years (in case of insurance claims).

Photos of event participants

In order to promote the club to non-members and to allow members to share their experience of club events:

- Ibex uses some photos taken of participants on club events on the Ibex website (www.ibexhillwalkingclub.org.uk).
- Ibex has a flickr account for members to post photos taken on club events, to which all members of Ibex can upload photos, which sometimes include photos of event participants (www.flickr.com/photos/ibex-mountain-hillwalking).
- Ibex has a Facebook page (@IbexMountainandHillwalkingClub) and linked profile page, which may include some photos of participants on club events.
- Ibex distributes a monthly newsletter to members and prospective members which may include photos of participants on club events.
- When you create a WebCollect account you give consent for photos containing yourself to be used by Ibex. But Ibex will respond to any reasonable request to remove a photo.

Who is responsible for data protection and security?

- Ibex Committee members have overall responsibility for data protection and security.
 - Specific responsibility for website, membership registration and club newsletter data falls to the Ibex Webmaster who can be emailed on webmaster@ibexhillwalkingclub.org.uk.
 - Specific responsibility for social media falls to the Ibex Social Media Coordinator who can be emailed on social@ibexhillwalkingclub.org.uk.
 - Specific responsibility for application form data that an event organiser holds falls to that specific event organiser.

- Specific responsibility for names, email addresses, and account deletion dates of people who have left Ibex falls to the Membership Secretary.

How can complaints relating to data be raised?

- You can make a complaint by emailing the Ibex Club President at president@ibexhillwalkingclub.org.uk.

Revision History

Version	Change	Name	Date
1.0	First version.	Judith Barnes	01/01/2010
2.0	Revised to add more detail based upon GDPR legislation.	James Hancock	01/11/2018
2.1	Clarification of some points.	Nina Cole	02/05/2019
3.0	Extension of time limits for data retention to allow for more marketing to ex and prospective members. Addition of section on use of photos.	Nina Cole	07/02/2021
4.0	Updates due to new Ibex website in 2024.	David Watts	02/06/2024
4.1	Minor revision to delete emails containing personal information (e.g. telephone numbers)	Natalia Diaz Burlinson	16/09/2024