



# Scottish Mountain Rescue General Data Protection Regulation

**Privacy Notice – website** ([www.scottishmountainrescue.org](http://www.scottishmountainrescue.org))

Scottish Mountain Rescue (SMR) is a membership organisation, our members are 23 independent Mountain Rescue Teams (MRTs).

SMR is a registered charity, operates under a constitution and works to represent, facilitate and support members MRTs.

SMR owns and operates a website [www.scottishmountainrescue.org](http://www.scottishmountainrescue.org) currently hosted by HotScot which has

- Publicly accessible pages, including a contact form by which people may approach us with queries.
- A members' area also publicly accessible but with an area that is password protected and used for dissemination of meeting papers
- An area used to promote the training courses we deliver for MRTs in Scotland. This is in fact a sub-domain of the website.
- Links to various third-party organisations including
  - On the public pages: Just Giving, Facebook, Twitter, mail chimp and charity car
  - On the donate page template sponsor and gift aid forms, each with an associated specific privacy notice.
  - On the training site google forms for taking bookings on courses, with associated privacy notice and information in appropriate locations.
- The site is written and managed on Wordpress using proprietary content management system and Google analytics runs across the whole site

Three MRTs, Arrochar, Killin and Moffat use sub-domains of the SMR site as their route to web. Their web presence is partitioned from SMR and is completely within the control of the respective team. SMR has no editorial access to their content, nor access to any data that these teams collect via their sites. They are independent websites in all respects other than being hosted as a sub-domain of our site.

SMR believes that those three teams have responsibility for their sites and any data that those sites collect and that those teams are the data controller for their sites.

We are serious about protecting the personal information we hold. This privacy notice sets out how we will use data acquired through our website, who we will share it with, how we secure it and the rights of the individuals whose data we hold.

## **The information we collect**

Our website may collect, usage data including: IP addresses, location, browser information (type and version), source of referral, page views, path through the website, length of visit and onward destination.

This data is collected, stored and processed in an anonymous form.

Our contact form collects name and email address so that we may respond to any query or other approach that someone feels appropriate to make through this medium.

### **Cookies**

A web site sends a small piece of data (a cookie) to the browser used to access the site. That cookie may serve one of several purposes and is designed to make the browsing experience more convenient for the user: including confirmation of identification on re-visiting the site.

Cookies are either

- Session cookies: that expire at the end of each visit and are deleted when the browser is closed, or;
- Persistent cookies: that are stored on the browser, remain active until a pre-set expiry date (unless the user deletes them first) and enable the site to recognise the user on subsequent visits.

Google analytics uses cookies which provide information allowing us to analyse use of our website. These cookies may be stored on your browser.

In most cases cookies do not enable personal identification of users, but it is possible that personal information stored may be linked to information stored in and collected from cookies.

Your browser may allow you block cookies from being used. But inhibiting use of all cookies will adversely affect your ability to use many websites. For further information please interrogate your browser settings.

### **Why we collect personal information – legitimate interests**

We use information gathered in pursuit of our legitimate interest to maintain and improve our web presence and understand it's usage.

We use information gathered via our contact form in in pursuit of our legitimate interest to respond to the query or approach made to us via this mechanism.

### **Who we share personal data with**

We may be required to share personal data with statutory or regulatory authorities to comply with statutory obligations.

In the event we share data then within the meaning of the GDPR we are the data controller and the organisation we share data with is the data processor. Data is only shared for specific purposes related to the functions of SMR. We will take reasonable steps to ensure that recipients process personal data that we share in accordance with the purpose of SMR and in relation to the provision of MR in Scotland.

### **How we protect personal information?**

Personal information is stored on secure systems compliant with GDPR regulations. Personal data is accessed by staff and volunteers including Executive members, only for purposes consistent with the constitution of SMR and for the furtherance of MR in Scotland.

### **How long will we keep personal data?**

Information collected via the contact form is deleted from our systems as soon as the query is answered or dialogue ended, depending on the nature of the contact. If the query or contact is in connection with any matter under which there are prescribed periods for which we must keep information eg accounting or similar then the personal information will be kept for the applicable period.

We do not retain any personal information collected via cookies.

To view the Google's privacy policy in relation to analytics visit

<https://policies.google.com/privacy>

### **What rights does the individual have?**

For all personal data we hold the individual may

- Change their communication preferences or restrict processing of their personnel data in relation to specific purposes.
- Request amendments to the data we hold if they believe it is inaccurate or incomplete
- Request that we delete personal data
- See the personal data we hold by making a "subject access request."

To make any of these changes or to make a subject access request people can email us on [info@scottishmountainrescue.org](mailto:info@scottishmountainrescue.org), call us on 01479 861370 or contact us in writing at SMR, Glenmore Lodge, Glenmore, Aviemore, PH22 1QZ.