



Scottish Mountain Rescue General Data Protection Regulation

Privacy Notice For members of Executive

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 individual MRTs so that those teams may focus on assisting people in need.

SMR is guided by an Executive elected and/or co-opted from the membership. To enable this SMR collects and holds personal information related to Executive members.

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

The information we collect on Executive members

SMR hold

- Contact information for Executive members. This data includes name, email address and phone numbers.
- Postal addresses for Executive members (a constitutional requirement).
- Payment information, SMR hold bank account information to enable payment of expenses.
- Photography; we have a collection of images related to MR activities that include recognisable faces of Executive members.

We hold this information to fulfil the purposes of our constitution. Without this information we may struggle to provide teams with the full benefit of membership.

Why we need to hold personal information – legitimate interests

We hold and process the personal information provided by Executive members in pursuit of our legitimate interest to:

- Administer membership of Executive
- Allow guidance of the work of SMR
- Organise meetings of the Executive
- Reimburse Executive members for legitimate expenses incurred whilst carrying out their role for SMR.
- Represent SMR to external partners
 - Preparation of an annual review and statistics report, including use of photography.

Why we need to hold personal information – legal obligation

In order to comply with our legal responsibilities under our Opiates licence we are legally obliged to pass to the Home Office personal data on our Medical Officer including name and contact information.

Other uses of your personal information

We may ask if we can process personal information of Executive members for other purposes. If we do so we will provide relevant additional privacy information at that time.

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

The Office 365 system employed by SMR uses servers based in the UK. Other personal information is stored on secure systems compliant with GDPR. 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?

The SMR constitution requires that we hold contact information for Executive members for 5 years after they step down. We will delete personal data for Executive members 5 years after they stand down from Executive.

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.”

Special case: The Medical Officer

The medical officer may, if they wish assert the above rights in respect of most aspects of SMR’s work.

However, in order to comply with legal conditions of our Opiates licence we are legally obliged to provide personal data on the medical officer to the Home Office. In

connection with the legal obligations on SMR in relation to the Opiates licence, the medical officer does **NOT** have the right

- To erase their data
- To data portability
- To object to this processing

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

If you have cause for concern about how we handle data as described above, you have the right to raise a complaint with the Information Commissioner's Office www.ico.org.uk