



Scottish Mountain Rescue General Data Protection Regulation

Privacy Notice

For member teams; on the administration of training courses including the annual training conference

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 offers around 20 training courses per year attended by around 200 people. As part of this work we collect and process personal data of those people that attend and deliver the training courses, both as trainee and as trainer.

We are serious about protecting the personal information we hold. This privacy notice sets out how we will use data to deliver training on courses and at the annual training conference, who we will share it with, how we secure it and the rights of the individuals whose data we hold.

The information we collect

In relation to delivery of training courses and the national conference, we hold

- Contact information for team training officers and team members who book on courses and trainers. This data includes name, email address and phone numbers.
- We also ask for an emergency contact in case of untoward event
- We request that trainers take and share photography of the course and this may from time to time contain personal data (recognisable faces).

We hold this information to deliver training and an annual conference. Without this information we would not be able to deliver training courses or the annual training conference.

Why we need to hold personal information – legitimate interests

We will hold and process the personal information provided in pursuit of our legitimate interest to deliver training courses.

Other uses of your personal information

We may ask if we can process personal information of team representatives or 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.

We share this personal information with the following third parties

- Accommodation providers used for training courses. We do not provide the accommodation provider with contact information of participants though they may request that themselves on arrival.

We do not share personal information gathered for the purposes of delivering training for any other reason.

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 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?

We keep personal data for as long as that particular data is required to deliver training courses. Aggregated anonymised data is used for the purposes statistics and analysis after the event.

We keep a record of attendance at events for a minimum of 3 and maximum of 4 years after the event, at which time it will be deleted.

On or shortly after April 1st each year we will delete personal data from our records for the financial year that began 4 years previously. So, for example in April 2019 we will delete all personal data from financial year 2015/16, and continue this process on a rolling annual basis. Any data we keep beyond that time for statistical and reference purposes will be anonymised.

In the event of incident that requires medical treatment and completion of an accident form we are required to retain this record, which will include personal data (name), for 7 years.

What rights does the individual have?

For all personal data we hold in relation to delivery of training and the annual conference the individual (trainee or trainer) 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, 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