



Gloucestershire Cave Rescue Group

GDPR Fair Processing and Privacy Notice

Document Control

Document Type	Policy
Version:	1.0
Date Validated:	12 July 2022
Ratified by:	Committee Meeting
Name of responsible individual:	GCRG Data Protection Lead
Review Date:	01 July 2023

GDPR Fair Processing and Privacy Notice

Introduction

This fair processing and privacy notice explains why the Gloucestershire Cave Rescue Group (GCRG) collects information about you and how that information may be used.

Under the Data Protection Act 2018 organisations must; take care to protect the information they collect, ensure it is kept up to date, stored properly and safely. GCRG is the data controller for the purposes of the Data Protection Act. Contact details are given below.

GCRG DPA Registration Number is ZA420041

GCRG are an independent charity and operate under the British Cave Rescue Council.

What information does GCRG collect?

GCRG collect information about you when you apply to be a member, if you make a donation or complete a gift aid claim form, if you fundraise for us, or if you are involved in an incident which we attend.

How GCRG uses the information collected

The information collected is used as follows:

Members: the information is used to consider your application for membership and, if successful, it is retained to assist us in running our rescue services. During the course of your membership we may also collect information about qualifications, training events and incidents attended, relevant medical conditions and driving records. GCRG will always obtain your consent (which can be withdrawn) to the collection of this information. However, if you withdraw your consent, your participation as an active member of GCRG may have to be terminated.

For callout purposes GCRG uses SARCALL a web based platform which ends SMS (text) and email alerts to members. This is covered by its own Privacy notice (see https://sarcall.mountain.rescue.org.uk/eua_manager.php)

Details of the retention periods for the information we collect are given in our Records Management and Retention Policy.

Donors: the information is retained as part of our accounting records and support for gift aid claims. As such it is legally required. It is not shared with third parties (except HMRC) and retained as detailed in our Records Management and Retention Policy.

Fund raising for GCRG: the information is used to contact you and both thank you and let you know how the monies supported the Group.

Individuals involved in incidents: our rescue services are provided as a support to the statutory emergency services such as police, fire and ambulance. In such circumstances GCRG collect and process information about you for the performance of a task carried out in the public interest. Details of the retention periods for the information we collect are given in our Records Management and Retention Policy.

If we need to use your personal information for any reasons beyond those stated above, we will discuss this with you and ask for your explicit consent.

Your rights

The Data Protection Act 2018 gives you certain rights, including the right to:

- Request access to the personal data we hold about you.
- Request the correction of inaccurate or incomplete information recorded in our records, subject to certain safeguards.
- Request your personal information to be transferred from one IT environment to another without hindrance to usability.
- Object to the use of your personal information. In certain circumstances you may also have the right to 'object' to the processing (i.e. sharing) of your information.

Access to your information and correction

Under the Data Protection Act 2018 you are entitled to request access to personal information held about you. If you would like to submit a request, you may do so by submitting a Subject Access Request ('SAR'). Please address your subject access request to Data Protection Lead, Gloucestershire Cave Rescue Group, Littledean Depot, Littledean Hill Rd, Cinderford, Gloucestershire, GL14 2TT. We may not charge and will provide a full response within a month.

Raising a complaint

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Lead who will investigate the matter.

They can be contacted on info@gcrg.org.uk or by writing to Data Protection Lead, Gloucestershire Cave Rescue Group, Littledean Depot, Littledean Hill Rd, Cinderford, Gloucestershire, GL14 2TT.

The Information Commissioner's Office

Whilst this privacy policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. If you have an information right complaint or want more information about your legal rights please see the Information Commissioner's website at www.ico.org.uk.