

Membership Form Statement for Data Use

This document will give you an example for text that you can use as a statement on your club membership form / registration form / annual renewal form and put on to your club website to help you become GDPR compliant.

This document should be read alongside the article '[Processing Personal Data](#)' to further understand why clubs need to ensure that they are lawfully processing data.

The aim is to help you to provide a statement to your members about what you will do with the personal data that they give to you. Providing a statement on your membership/renewal form, in a similar format to the one below, is one way of meeting the requirements of GDPR.

Template Text

*Here at [insert club name] we take the privacy of our members data seriously and will only use your personal information for club administration purposes and for communicating with you about your membership. Only the [insert the relevant committee roles here, i.e. Membership Secretary, Treasurer] will be able to access your details. More information about how we look after your data can be found at [insert link to the privacy policy and/or data protection policy for your club].*

*As a BMC-affiliated club we will provide your name, contact details and date of birth to the BMC to administer your membership of the BMC including your combined liability insurance cover. The BMC will use your data to communicate with you about your membership. The BMC will contact you to invite you to create a 'Member Profile' which, amongst other things, allows you to set and amend your privacy settings. More information about how the BMC uses data can be found at [www.thebmc.co.uk/privacy](http://www.thebmc.co.uk/privacy).*

*We will never share or sell your data without your prior permission.*

Other activities

If there are activities the club undertakes that don't fit in with this statement then specific mentions may be required in your club's Privacy Policy. In some cases, there are activities where consent may be required.

Such activities would include...

- Any processing of club member data through a third party such as using a third-party organisation to send out email newsletters to club members, storing data on an external data storage system such as Google Docs or iCloud.
- Consent is required to promote non-club activities on behalf of other businesses or organisations such as a local climbing wall or outdoor store.
- Consent is required to share someone's personal data with members such as via committee contact lists or club member contact lists.

Consent for these types of activities can be gained from members via the club membership form but it must be a free choice to opt-in rather a pre-ticked box where members need to opt-out. Also, it must not be a requirement of membership of the club to opt-in, i.e. an individual could still be a member even if they didn't opt in to receiving communications about other activities.

The opt-in needs to be as specific as possible, rather than a general blanket consent.

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Over the coming months there will be regular updates and guidance about how to become GDPR compliant. Check out [www.thebmc.co.uk/gdpr-mountaineering-clubs](http://www.thebmc.co.uk/gdpr-mountaineering-clubs) for the links to other articles

GDPR arrives on 25<sup>th</sup> May 2018 – Be ready!

*This document has been written for the committee of a mountaineering, walking or climbing club to use while reviewing the way that their club processes data within their club to ensure compliance with GDPR. It is based on information available at the time of writing. There are several topics where the [Information Commissioners Office](#) still has to provide full guidance, therefore additional information may be made available to clubs in the future.*

*This guidance is provided by the BMC to assist clubs and does not constitute legal advice.*