

Kent Underground Research Group (KURG) holds and processes personal data about members and subscribers. In doing so, we comply with relevant data protection legislation.

#### What we do with your data

We collect and process personal data in order to perform our legal duties in administering KURG, both as a registered charity and as a not-for-profit company. We also use the data to contact members to keep them updated with KURG's activities.

This includes:

- notifying members of AGMs and EGMs with associated documentation
- posting of printed material such as our magazine to those who have subscribed for printed matter
- communicating news, conferences, visits and other events to members
- providing support data in support of Gift Aid claims

#### Capture of data

The data we hold is supplied by individuals on joining KURG. It is entered into the database by our Secretary or another Committee member.

#### What data is processed?

The data we hold about you includes (but is not limited to):

- Full name
- Postal and email addresses
- Phone number
- BCA Number
- Year of birth
- Gender
- Gift Aid declaration

#### Who else processes your data?

- KURG does not pass or share personal data with anyone else for promotional or marketing purposes. Details of Gift Aid declarations will be passed to HMRC to support Gift Aid claims.
- Contact details will be shared with the British Caving Association (BCA) to facilitate third party liability insurance.
- Selected contact details may be circulated to fellow attendees on a KURG trip to facilitate coordination and transport arrangements.
- Our Secretary, Treasurer and other KURG Officers have access to personal/membership data in order to run the charity.

#### Storage and retention of data

- Personal data is stored in the UK. We make every effort to ensure that the systems we use are secure and, where necessary, encrypted.
- Personal data is only retained when it is needed to service members or comply with the law.
- Where Gift Aid declarations are held then the retention period is seven years, to comply with taxation law.

- On occasion selected personal data may be downloaded or printed for use at a specific event (eg for registration). Where this is the case, such copies will be deleted as soon as their purpose has been served.

#### Protection of data

KURG makes every effort to ensure personal data is secure and protected. We do not have a specific post of Data Protection Officer but their duties are carried out as part of the Secretary's role.

In the event of a personal data breach (a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.) then an assessment will be made of the likelihood and severity of the resulting risk to peoples' rights and freedoms. If it's likely that there will be such a risk then the Information Commissioner's Office will be notified within 72 hours.

#### Your rights

You have the right to obtain access and make corrections to your personal data and this can be done by contacting the Secretary. You may also request that personal data is deleted but, if we do not hold the data we need to administer your membership of KURG, this may unavoidably cause the termination of your membership. Again you may request this of the Secretary at KURGSec@gmail.com or by writing to us at our registered office.

#### Complaints

If you are not satisfied with how we have handled your personal data you can complain. Please contact us at KURGSec@gmail.com or at our registered office if you wish to make a complaint. If you are not satisfied with our response to your complaint or believe that our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.