

## **Army Mountaineering Association - Privacy Statement**

The Army Mountaineering Association is responsible for managing the Army Mountaineering Association website and the data stored in the Membership Management System (the 'System').

The System is actually software as a service. The system intellectual property is owned by Pathfinder Systems Limited and the software is developed and operated by Tahdah Verified Limited. When we refer to the 'System', we mean the part of the software that contains personal data relating to Army Mountaineering Association members as detailed below. It is accessed via the following url: <https://ama.tahdah.me>.

### **What information we need:**

When you create an account on the System, we will ask you for the following personal information:

- First name
- Last name
- Date of birth
- Email address
- Service Number
- Emergency contact name and phone number
- Billing address and delivery address

You can choose to share the following special categories of data with us to enable us to tailor communication and monitor the diversity of the membership. It can be removed by you, the candidate, at any point:

- Gender
- Honours
- Ethnicity
- Phone number
- Languages spoken
- Special requirements

### **Membership personal data - why we need it:**

We process our members' personal information in pursuit of legitimate interests to:

Develop and maintain an accurate record of our members' qualifications and event attendance. This includes sending email communications to inform you of upcoming events, renewal requirements and verify that you have completed any mandatory training requirements;

Respond to and communicate with members regarding questions, comments, support needs or complaints, concerns or allegations in relation to the Army Mountaineering Association.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes.

If you wish to object to any of the above processing, please contact us on [secretary@armymountaineer.org.uk](mailto:secretary@armymountaineer.org.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, The Disclosure and Barring Service, Disclosure Scotland, and the Police for the purposes of safeguarding children and vulnerable adults.

We may also share personal information with our professional and legal advisors for the purposes of seeking advice or legal counsel.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

### **Payment processing**

The Army Mountaineering Association uses the System to administer our membership database, as part of which Tahdah contracts third party payment providers to process your payments on our behalf. Tahdah and its payment providers process candidates' personal information on our behalf as "processors" and are bound by written contractual conditions to only process that personal information under our instructions and protect it.

### **Mountaineering council membership**

You can use the System to join a mountaineering council (British Mountaineering Council (BMC), Mountaineering Scotland or Mountaineering Ireland). If you choose to do this, the System will share some of your basic personal data with the mountaineering council and you will be entering into a contract with them.

### **Other Association membership**

The System stores membership information for the other associations including Mountain Training. These other associations use the System to communicate with their members and manage their membership services in the same or very similar way as the Army Mountaineering Association does. As a Army Mountaineering Association member you can use the System to join another association and manage your membership with them. If you choose to join another association you are entering into a contract with the association. The association is able to view the personal data of its members on the System.

### **Army Mountaineering Association services**

The Army Mountaineering Association magazine, Army Mountaineer, which is printed and posted to members by Crest Publishing. The Army Mountaineering Association shares a list of members' names and delivery addresses with Crest Publishing on a quarterly basis for this sole purpose. The mailing lists are not stored for longer than is necessary.

Army Mountaineering Association members receive a membership card. These cards are printed by third party who accesses the System to download a list of membership letters, delivery address labels and print the cards. This third party is only able to access this information and it is for this sole purpose. Any files downloaded are not stored for longer than is necessary and are securely destroyed once no longer necessary.