BAS Club Privacy Notice

v3 June 2026

This privacy notice tells you what to expect us to do with your personal information.

Purpose of the British Antarctic Survey Club (BAS Club)

In essence, the purpose of the club is to facilitate and promote contact and networking amongst its members. For details about the club see the BAS Club Constitution.

Contact details

BAS Club Membership Secretary

Post

BAS Club, 61 Bridge Street, Kington, Herefordshire, HR5 3DJ

Email

membership@basclub.org

What information we collect, use, and why

We collect or use the following information in order to provide services and goods to BAS Club members as described here:

When you apply to join the BAS Club you supply your name and service details, and one or all of the following: postal address, email address, and telephone number. We will store this data for the time it takes to process your application. If your application is unsuccessful, we will delete all your personal data.

If your application is successful, we will hold the data you supplied the Club for as long as your membership lasts. We also keep records of your subscription payment history. In addition to the information that you provided at application, we may also keep certain information that you provide to us during the course of your membership, such as your next of kin and relevant information about your membership. We may occasionally, on an ad hoc basis, also save additional information that is available in the public domain or to members such as a link to your oral history; information about polar medals, books published etc.

Club member names and email addresses are published online – in the members-only access section of the website - for all Club members to have access to. A list of new members' names is also included in the BAS Club magazine. If you don't want your name and email address included in either of these lists, then please contact the Membership Secretary.

Purpose of data

Your name, service details, postal address, email address, and telephone number data are collected to enable us to communicate with you about club business including subscription payment; sending you the magazine, if you have opted for printed copies; providing you with access to the members area of the website; and on club membership matters including AGM / annual dinner announcements; letting you know if someone, usually another club member, wants to get in touch or for contributions to magazines etc.

Location of data

When you first apply, your application form is temporarily stored on our Club site's restricted back end on WordPress which is accessible to some committee members and our website manager at Digital Nomads. It is also sent by email to the Membership secretary on the dedicated BAS Club Membership email address (membership@basclub.org) and thus saved in the membership email.

All personal and subscription data is kept digitally on a secure cloud-based database (Airtable).

Club member names and email addresses are published online, in the members-only access section of the website. A list of new members' names is also included in the BAS Club magazine.

Members' club reference numbers, names and email addresses are also stored on the secure BAS Club WordPress website http://basclub.org/

Data sharing

The Membership Secretary and Treasurer have access to all the data you supply to us. The Benevolent Fund Secretary, and the BAS Club Secretary and, at appropriate times, the Magazine Editor, have view only access to a limited subset of information of a limited subset of members that is directly relevant to their roles.

Club members have access to club member names and email addresses in the members-only access section of the website. If you don't want your name and email address included in this list, then please contact the Membership Secretary.

If members have a subscription option for a printed copy of the magazine, their names and postal addresses are shared with the Magazine Editor in order to post the magazines.

Subscription information about fee payment is only available to the BAS Club Committee in certain individual cases and is never shared with other Club members. The committee does not get a list of all members' subscription fee data.

Your contact details are not otherwise shared with anyone else. If someone requests your contact details or to be put in touch with you, their message will be passed on to you. You can then choose to contact them or not, or you can give us permission to pass on your contact details to them.

No personal data is shared with third parties or other organisations. If you are a member of another organisation you are NOT allowed to share personal data that you have gleaned as part of membership of the BAS Club with other organisations.

Data of former members are not shared without consent from the former member.

Data of any members under the age of 16 will not be shared outside the Committee without consent from the member and their parent or guardian.

Ex-BAS Club committee members must delete any copies they have of Club members personal or subscription details.

Use of data by members

Organisers of BAS Club meetings, BAS Club reunions or related events associated with BAS Club business are allowed to contact members en masse but must adhere to this policy and notification.

Members are not allowed to use the email lists for contacting all or most members en masse for their own personal reasons e.g fund raising for a cause, advertising a business or any non-BAS Club purpose.

Accuracy of data

If your details change, it is your responsibility to alert the Membership Secretary and Treasurer who will then update the records. If you wish to up-date your details you must contact the Membership Secretary or Treasurer through the on-line form, email, or by post. The Membership Secretary will endeavour to keep the data accurate.

Erasure

You have the right to request that we delete the personal data we hold about you. Please note that if you choose to exercise this right, we will no longer be able to hold the information necessary to administer your membership. This means your membership will need to come to an end. We may still need to retain limited information where required by law (for example, for financial or audit purposes).

Ongoing payments after erasure

If you request erasure of your personal data, your membership will end. If you do not cancel your standing order, we will be unable to identify the payment as a membership fee. Any payments received after your membership has ended will be treated as voluntary donations to the Club unless and until you cancel the standing order with your bank.

Third parties and social media

Please note that this notification is only about personal data given to the BAS Club. This notification does not cover data that you share with third parties like the British Antarctic Survey, the Antarctic Club, UKAHT, base-specific reunions such as the Marguerite Bay Reunion or Z-FIDs and their respective websites, or Facebook. These organisations should all have their own data protection policies.

Members' rights

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. Read more about the right of access.
- **Your right to rectificatio**n - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification.
- **Your right to erasure** - You have the right to ask us to delete your personal information. See Erasure section above. Read more about the right to erasure.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances. For example, you can ask us not to include your name

and email address in the members-only area of the website, or not to publish your name in the list of new members in the magazine. Read more about the right to object to processing.

- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Read more about the right to data portability. Read more about the right to data portability.

  If you make a request, we must respond to you without undue delay and in any event within one month.

  To make a data protection rights request, please contact us using the contact details at the top of this privacy notice

Our lawful basis for the collection and use of your data

Our lawful bases for collecting or using personal information to provide services and goods, including delivery are:

- Contract – we have to collect or use the information so we can enter into or carry out a service for you or because you've asked us to do something (assess eligibility for membership) before delivering that service.

Where we get personal information from

- Directly from you

Very occasionally from:

- Family members
- Publicly available sources

How long we keep information

As your data are collected for the benefit of the Club and Club members, unless otherwise requested, the data will be kept for as long as you are a member.

Once a person has ceased to be a member, some basic data (Club reference numbers, names and service records) are kept indefinitely for archiving. All other data including postal and email addresses and phone numbers will be deleted 5 years after the end of Club membership.

This basic data is retained:

- As an archive of membership
- In case the member wants to renew their membership after a lapse
- In case a Next of Kin (NOK) wishes to take over the membership.

It is also worth noting that if a NOK of a deceased member joins, some of the data from the deceased member may continue in the record if, for example, they share an address or subscription record.

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

Management of the policy for implementing the compliance requirements of the General Data Protection Regulation (GDPR)

Officer responsible for monitoring and managing GDPR:

- The Membership Secretary, on behalf of the BAS Club Committee, is responsible for management and monitoring of the Policy. This responsibility is in the Membership Secretary's portfolio.

Monitoring compliance:

- Requests from members with respect to access and erasure of their data will be acted on within 4 weeks.
- The database will be reviewed annually between January and March to check if the data are correct.
- Any breaches in compliance will be reported to officers of the BAS Club Committee within 72 hours of it being discovered. Individuals will be notified if an adverse impact is determined.

Policy review period

- The policy will be reviewed annually. This will usually be undertaken prior to the AGM.

Location of the Policy

- This policy will be saved in electronic form on the BAS Club Google Workspace
- It will be available on the BAS Club Website to anyone who contacts BAS Club or applies for membership
- A copy of the policy will also be sent to all new members and periodically to all members e.g. when there is an update to the policy, usually with the distribution of the next BAS Club Magazine.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

Website: https://www.ico.org.uk/make-a-complaint

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