

Whitchurch Walkers Data Protection Policy - June 2023

Your Personal Information

Overview

As a small club, which is a not-for-profit organisation, Whitchurch Walkers is exempt from registering with the Information Commissioner's Office (ICO) as a 'processor' of personal information.

Processing means using personal data in any way, including collecting, storing, retrieving, consulting, disclosing, or sharing with someone else, erasing, or destroying personal data.

Under the exemption we are permitted to 'process' information for the following purposes:

- establishing and maintaining membership
- providing or administering activities for members or those that have contact with Whitchurch Walkers

The personal information held by Whitchurch Walkers is the information collected directly from you i.e., provided by you for the above purposes (See also **How we use your personal data**). We will not collect any personal data from you that we do not need.

Your privacy

Whitchurch Walkers is committed to complying with the Data Protection Act, 2018 and the General Data Protection Regulations (GDPR) that regulate how personal information is processed.

Whitchurch Walkers has a duty to ensure that your personal information is:

- Processed lawfully, fairly, and transparently.
- Collected for specified, explicit and legitimate purposes.
- adequate, relevant, and limited to what is necessary.
- accurate, and where necessary kept up to date.
- kept secure.
- kept for no longer than necessary.

Your right to privacy is very important to us and we recognise that, when we collect, use, or store your personal data, you should be able to trust us to act in a responsible manner.

The personal information that we obtain will be stored and kept secure by the Whitchurch Walkers committee members and those who access it or with whom it is shared such as walk leaders and event organisers.

Your personal information must not, and will not, be shared for any purposes other than set out above unless you give your explicit consent.

If we wish to use or share your data for any purpose other than that for which it was originally collected, we will contact you explicitly for your permission. Where the data is shared with a third party, we will ensure as far as practicable that they have sufficiently robust systems and procedures in place to protect your personal information.

We will not share your information with other organisations unless you have given your consent or provided information for that explicit purpose. In these circumstances the information provided is only the minimum necessary for the purpose.

We may use your information to inform you of relevant news, publications, and events and activities arranged by other organisations although where possible this will be done via social media channels that the club uses.

Responsibilities

You are responsible for making sure that your information provided to Whitchurch Walkers is accurate and kept up to date.

Persons accessing or holding your personal information must ensure that it is kept secure, not shared, or accessible to others who are not authorised to see it, and must ensure that copies of information held, irrespective of media or format, and any devices used to store or otherwise process personal information are disposed of securely.

Whitchurch Walkers will only hold your personal information for as long as necessary for the permitted purposes above. Walk leaders and event organisers must securely dispose of temporary copies of your personal information used to organise and run events as soon as practicable after the event.

The Committee are responsible for ensuring that personal information held centrally in 'systems' used by Whitchurch Walkers for administering membership and events is kept up to date and is disposed of once no longer needed for the purposes for which it was collected.

Your rights

Whitchurch Walkers is not a 'public body' but you still have certain rights concerning your personal data 'processed' by Whitchurch Walkers.

The Information Commissioner’s Office (ICO) publishes information about personal data rights on its website - [For the public | ICO](#) although please note that not all of these rights are relevant to your information held and used by Whitchurch Walkers.

If you have any concerns about how Whitchurch Walkers is using your information, please contact: whitchurchwalkers@gmail.com