

Wakefield Walking Club Privacy Policy

In line with GDPR (General Data Protection Regulation)

Wakefield Walking Club is committed to managing and keeping safe the **personal** information you give us. We do not collect or hold any **sensitive** information ie. gender, religion, medical conditions etc.

To support the changes in European data law, known as GDPR (General Data Protection Regulation), we have updated our privacy policy. This new legislation will come into effect from 25th May 2018. Though this is EU law, the UK Government has indicated that it will continue with this legislation after we leave the EU. We follow the Information Commissioner's Office (ICO) guidelines.

1. Collecting Data

We collect a minimum of data from you for the smooth running of the Club and below we describe what we collect and why

Data	Purpose
Name and title	To identify individual members
Email address	Our preferred and most efficient method of communicating with members
Details of membership subscriptions you have paid	For financial auditing purposes for one financial year
Telephone numbers	Landline and/or mobile numbers are required when a member leads a walk to enable walkers to communicate with the leader re. directions for the start of the walk or other specific information about the walk. To contact members urgently re. very late changes to events.
Postal address	To send Club communications to members where a member does not have an email address. This is not required from members who have email addresses.

2. Storing and Managing Personal data

The data described above is stored on computers and/or laptops and sometimes on printed lists. These are kept securely by a limited number of Committee members, namely the Club Secretary, the Membership Secretary and the Treasurer, on a need to know basis. This information is never passed to any other member or person without their prior consent. However, the data may be seen from time to time by a member responsible for I.T. who is aware of and adheres to the Club Privacy Policy.

We will never share this information with any 3rd party.

We only use the information you give us to administer the functions of a membership-based organisation and to notify you of our latest news, activities and events.

3. Email

Either the Secretary or the Membership Secretary (the only members who hold email addresses), sends out information to members as follows:

- Weekly emails detailing the directions to the start of walks and any other relevant information about the walks
- Emails three times a year, including the walk programme for the next 4 months of walks and a Club newsletter
- Occasional emails giving information deemed relevant to members eg. Map reading courses, walking holiday opportunities, social events, reminder re. annual subs etc.

At any time, members can request that information is not sent to them.

For new members, at the time of enrolling as a member of the Wakefield Walking Club we will require members to “opt-in” to allow us to send specific items of information. Our membership application form has been amended to enable this.

Members who have supplied email addresses generally receive more information than those who have only provided a postal address. This is based primarily on costs of printing and postage but can also be due to the fact that we sometimes receive late information from outside organisations and there isn't time to send postal communications.

4. Your rights

You have the right at any time to:

- ask us to tell you what information we hold about you. You can do this in writing to either the Secretary or the Membership Secretary via a postal address or by emailing us.
- correct any information we hold about you which is incorrect or out of date.
- cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of membership payments you have made to us, even after your membership has ended, for auditing purposes.