



Coleford Welcomes Walkers

General Data Protection Regulations

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles. They must make sure the information is: used in a way that is adequate, relevant and limited to only what is necessary.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information.

Who are we?

This Privacy Notice is provided to you by Coleford Welcomes Walkers (CWW), accredited to Walkers are Welcome, a Community Interest Company. CWW is made up of a Steering Group Committee of volunteers who are permanent residents of Coleford, Gloucestershire. We have an elected Chair, Secretary and Treasurer. This means we are all responsible to you for how we process your data.

A description of what data is processed and for what purpose is set out in this Privacy Notice. In the rest of this Privacy Notice, we use the word “we” to refer to each Committee member, as appropriate.

What data do we process?

We will process some or all of the following where necessary to perform our tasks:

- Names, titles, aliases, age and gender
- Contact details such as telephone numbers, addresses, and email addresses;

How do we process your personal data?

We will comply with legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time
- To maintain our own accounts and records;
- To process a donation that you have made
- To seek your views or comments;



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- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests.

Your personal data will be treated as strictly confidential

It is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits.

In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights

1. The right to access information we hold on you
 - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
 - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
 - When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
 - You have the right to request that we stop processing your data. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.



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5. The right to data portability
 - You have the right to request that we transfer some of your data to another Steering Group Committee Member. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
 - You can withdraw your consent easily by email (see Contact Details below).
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner's Office.

Transfer of Data Abroad

Our website is accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and will place any updates on our website [Colefordwelcomeswalkers.co.uk](https://colefordwelcomeswalkers.co.uk). This Notice was last updated in April 2022

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information, we hold about you or to exercise all relevant rights, queries or complaints at: Chair@colefordwelcomeswalkers.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF