



Herts Weekend Walkers Privacy Notice

This privacy notice explains how the Ramblers walking group Herts Weekend Walkers (HWW) uses any personal information it collects.

What personal information does HWW collect?

HWW collects personal information when people join Ramblers and/or when they sign up for HWW's email bulletins. The two sets of data are separate because members of other Ramblers groups and prospective Ramblers members may also request to receive HWW's email bulletins.

The personal information held by HWW is as follows:

Members of HWW	Members of other Ramblers groups	Prospective members of Ramblers
- Membership number (7-digit number) - Member type - Status (Active or Payment Pending) - Term (Annual or otherwise) - Type (Individual or Joint) - Title, Initials, Forename, Surname - Postal address - Email address (if provided) - Telephone number (if provided) - Membership expiry date - Dates joined Ramblers/Area/Group - No (postal) mailing flag - Ramblers volunteer flag	- Membership number - Group name - Forename, Surname - Email address	- Forename, Surname - Email address
This information is provided by Ramblers Central Office daily via its Insight Hub, and includes new members and existing membership changes, including transferrals from other groups, subscription lapses, resignations and deaths	This information is supplied by members of other groups when they opt in to the HWW mailing list	This information is supplied by prospective members of Ramblers when they opt in to the HWW mailing list
This information is held by HWW until the member leaves the group	This information is held by HWW until the member of another group leaves the mailing list	This information is held by HWW until the prospective member leaves the mailing list (up to three months later)

Why does HWW need to collect and use personal data?

The only basis that HWW processes personal data is for the performance of the walking group. The information which HWW collects is essential for it to be able to run as an efficient, modern and dynamic walking group. Without collecting personal data HWW would be unable to fulfil its aims.

How will HWW use personal information?

HWW collects personal information in order to provide the services for which Ramblers members and prospective members engage with the group.

Who might HWW share your information with?

If they agree, HWW sends its own members, members of other Ramblers groups and prospective members (for up to three months) details about Ramblers activities and HWW's activities alone.

Personal data is only available to the Group Leader, Membership Co-ordinator, Webmaster and any other members of the group who may be asked by the Group Leader to organise a specific HWW function such as a social event or trip away.

HWW does not promote the activities of other groups, organisations, individuals or charities. HWW does not share personal details with any of its own members, members of other Ramblers groups or prospective members. HWW does not send out marketing information.

For how long does HWW retain personal information?

In principle, personal data should not be held for longer than is required for HWW to provide the services for which Ramblers members and prospective members engage with the group.

HWW reserves the right to retain data for longer than this if any regulatory, legal or other practical obligations prevail.

Individuals have the right to request deletion of their personal data. HWW will always comply with this request, subject to the restrictions of any regulatory, legal or other practical obligations as noted above.

How can someone access the information HWW holds about them?

Individuals have the right to request a copy of the information that HWW holds about them. If they would like a copy of some or all of their personal information they should email or write to HWW using the contact details noted below.

HWW has an obligation to ensure that personal information is accurate and up to date. Individuals are encouraged to ask HWW to correct or remove any information that they think is incorrect or no longer required.

What can individuals do if they are unhappy with how their personal data is processed?

Individuals have a right to lodge a complaint with the supervisory authority for data protection, which in the UK is:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
0303 123 1113 (local rate)

Changes to HWW's privacy policy

HWW keeps its privacy policy under regular review and will issue this upon request. This privacy policy was last reviewed and updated in June 2018.

How to contact HWW

Please contact HWW if you have any questions about its privacy policy or information we hold about individuals as follows:

- By email at dataprotection@hertsw.org.uk
- In writing to: Herts Weekend Walkers, c/o Ramblers, 3rd Floor, 1 Clink Street, LONDON SE1 9DG

HWW cannot deal with personal data matters by telephone, text message or via posts and/or messages on its *Facebook* site.

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