

FOOTLOOSE WALKING CLUB

General Data Protection Regulation Policy

The Footloose Walking Club will comply with all relevant aspects of the General Data Protection Regulation (GDPR), which came into force in the UK from 25 May 2018 (enacted into UK law through the Data Protection Act 2018) and lays out general rules about data protection. It must be noted that the GDPR contains no exemptions for non profit organisations such as this walking club.

The Footloose Club Records contain personal data. This data normally only consist of:

- names
- addresses
- phone numbers
- e-mail addresses

In order to comply with GDPR the following rules will be followed.

1. All data held by Footloose must have the consent of the individual concerned that the club holds that data. By providing data on the signed membership form at the start of each year it is deemed that this consent has been given.
2. All data held by Footloose is necessary for the operation of the club. No additional data will be retained.
3. All members have the right to know what data the club holds on them.
4. Data held by Footloose will not be used for commercial or marketing purposes in any form.
5. Once a member leaves Footloose, all their data will be removed from the records within 12 months of them leaving the organisation. This does not include information in communications between members of the club, such as e-mails, which are not considered to be part of the club data records.
6. Personal data will only be passed on to third parties with the specific approval of the individual concerned, and where it is in the interests of that individual. This will include necessary details of members who are taking part in an activity organised by a third party being passed to that third party, such as a holiday. Where this includes additional personal data to that listed above, eg date of birth, this data will not be retained in the club records.
7. Personal data will only be used within Footloose as necessary to allow the functioning of the club. This includes walks leader contact details on the walks programme. Data circulated outside Footloose, including data put on the club website, will have personal data reduced to the minimum, with contact details removed.

8. The chairman is responsible for updating this policy in line with changes to the club and meeting current legislation. Ensuring that use of the club data records is in line with this policy lies with all members of the committee. The committee members have access to the membership list, and thus have the responsibility of ensuring that old records containing personal data are deleted in line with this policy.