

## **Guildford Health Walks Privacy Notice**

Guildford Health Walks is committed to protecting your privacy. This notice details the information we collect from you when you access the Guildford Health Walks website and the steps we take to ensure this information remains confidential.

This notice gives you important information about your personal rights to privacy, and about how we use your personal information.

We all give our personal data out every day – our names, contact details, or other bits of information – and most of us want to be feel sure that our data is being handled properly.

As someone who is in contact with Guildford Health Walks, you may have given us information about yourself, like your name, or email address, or other details.

Giving your personal data is voluntary. This privacy notice explains what Guildford Health Walks does with your information. It explains how we gather, use, disclose and manage your personal data, and it also tells you about your personal rights to privacy.

We take your privacy very seriously and we always aim to be clear to you about the way Guildford Health Walks manages data. We make sure our privacy notice is up to date, and as comprehensive as possible. But it doesn't cover every aspect of our collection and use of personal data, so please contact us if you need more information or have any questions about this notice. You can find our contact details in the 'Get in touch' section below.

### **What do: 'Guildford Health Walks', 'we' or 'us' refer to?**

In this notice 'Guildford Health Walks', 'us', 'we' and 'our' refer to the charitable Association, Guildford Health Walks.

### **What personal information do we collect?**

- First and Last Name
- Contact details: telephone or mobile phone number and email address
- Photo, video or audio recordings, with your permission

**Do we process all personal data in the same way?**

No. There are special categories of personal data, and data protection law recognises these as sensitive and therefore needing more protection. Examples are information about your health, ethnicity and criminal convictions and offences.

**How and why do we use your personal data?**

Data helps us support and improve interactions with you, by notifying you of any changes to our walks, and also sending you walking-related information.

**Can I change my consent?**

Yes! You can withdraw your consent and unsubscribe from or update your contact preferences at any time. Just use the details in the 'Get in touch' section below.

If you've given us your consent previously but don't want to be contacted by us by email or phone in the future, please let us know by emailing [???@guildfordhealthwalks.org.uk](mailto:???@guildfordhealthwalks.org.uk). If you make changes to your consent, we will update your record as soon as we possibly can. Emails will be stopped immediately.

**When is it legal to use personal information?**

We need a lawful basis to collect and use your personal data under data protection law. The law allows for six ways to process personal data (and additional ways for sensitive personal data). We can use information on the basis of:

- Your consent (for example to send you walking related information direct to your email, SMS, or on WhatsApp) and by completing the Photo Permission form for us to use photo's, video or audio recordings for marketing and fundraising purposes.

**What does 'legitimate interest' mean?**

Personal data may be legally collected and used if it is necessary for a legitimate interest of the organisation using the data, as long as its use is fair and consistent and does not adversely impact the rights of the individual concerned.

**How long do we keep personal data for?**

Guildford Health Walks will keep your personal data for as long as necessary to fulfil the purposes we collected it for. We decide how long is appropriate to keep personal data based on necessity.

We do this by considering the amount, nature and sensitivity of the personal data:

- The potential risk of harm from unauthorised use or disclosure of your personal data
- The purposes for which we process your personal data
- Whether we can achieve those purposes through other means
- Legal requirements

Unless we still need your personal data for the purpose for which it was collected or processed, as an adult, this date is your 70th birthday or six years after you leave our walks, whichever the later.

We will remove your data from our records before this date if:

- Your personal information is no longer needed in connection with the purpose
- We are no longer lawfully entitled to process it
- You validly exercise your right of erasure

### **Do we share data with other organisations?**

We do not sell your personal information to third-party organisations for marketing, fundraising or campaigning purposes.

### **How do we protect your personal information?**

We use technical and organisational ways to protect your data and prevent the loss, misuse or alteration of your personal information.

The transmission of data over the internet is not completely secure. Although we do our best to protect your personal data we can't guarantee the security of your data transmitted to our website. But once we receive your information, we use strict procedures and security features to try to prevent unauthorised access.

### **Do we use cookies and digital marketing?**

No

### **What are your rights and how can you exercise them?**

Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time. This includes the right to ask us to stop using your personal information for marketing or fundraising purposes or to unsubscribe from our email list at any time. You also have the following rights:

- Right of access – you can write to us to ask for confirmation of what personal information we hold on you and to request a copy of that personal information. Provided we are satisfied that you are entitled to see the personal information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exemptions that apply.
- Right of erasure – at your request we will delete your personal information from our records as far as we are required to do so. In many cases we would propose to suppress further communications with you, rather than delete it.
- Right of rectification – if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated. You can also ask us to check the personal information we hold about you if you are unsure whether it is accurate/up to date.
- Right to restrict processing – you have the right to ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate usage.

### **Get in touch**

If you have any concerns about the Guildford Health Walks privacy notice or about how we deal with data, or how we've used your data, please get in touch.

Email: [xx@guildfordhealthwalks.org.uk](mailto:xx@guildfordhealthwalks.org.uk)

We will be happy to help and discuss your concerns.

This notice was last updated on 16 January 2023.