

## **IMPORTANT INFORMATION**

### General Data Protection Regulation and Dereham Walkers are Welcome

The General Data Protection Regulation (GDPR) is a new requirement that is planned to come into effect on 25 May 2018 as a new Data Protection Act. It has at its core the fundamental right of people to be able to know how their data is being used, by whom and for what purpose; and to be able to see, alter and have it removed if they wish.

At Dereham Walkers are Welcome we want to make sure that all of our supporters are happy with the way we communicate with them. A copy of our privacy policy is set out below. If at any time you want to change the communications you receive from us, please just let us know.

## **Privacy Policy - May 2018**

Dereham Walkers are Welcome is committed to protecting and respecting your privacy: we will never sell your details. Neither will we pass them on without your permission, unless obliged by law to do so. You can change how you hear from us or unsubscribe from our mailing lists at any time, just let us know. This policy explains why we collect information from you, what information we need, how we use it and keep it safe.

### **How we collect information about you**

You give us your personal information to enable us to send you information about our activities. The personal information we collect is your name, phone numbers and email address.

### **How this information is used, who has access to it, where it is stored and how long we keep it for**

Any personal data relating to you will be used and recorded by us in accordance with current data protection legislation and this policy. The information that you submit to us is stored in a secure spreadsheet in the UK. We do not transfer any data outside of the European Union. Emails sent to you will not reveal your email address to any other recipient.

If you no longer wish to hear from us, we will delete your information as soon as we have confirmed your wish. This will mean that we will no longer be able to send information to you.

### **Security**

The spreadsheets we use are all secured with a password and kept on computers which also require passwords to permit access.

### **Consent and keeping your information up to date**

By giving us your personal information you give your consent to the collection, storage, processing and use of your personal information by us described in this policy. If your personal details change, please help us to keep your information up to date by notifying us.

### **Your rights to access, make changes or asking us to stop using your data**

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If at any time you wish to see the personal data we hold, please contact us as below. You also have the right to ask us to delete any personal information we hold about you; we will advise you of the results of such deletion (for example, deleting your contact information will mean we can no longer tell you about our activities).

**Changes to this policy**

We may update this privacy policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

**Further information**

Please note that the legal grounds which Dereham Walkers are Welcome uses for processing your data is 'legitimate interests'. This is because it is only through using the information supplied that we can meet your expectations. To find out more about 'legitimate interests' please visit: <http://bit.ly/2FLs0Bu>. For more information about GDPR generally, please visit the Information Commissioner's Office for further information at: [www.ico.org.uk](http://www.ico.org.uk).

If you have any questions, please contact Ken Hawkins via [ken-hawkins@tiscali.co.uk](mailto:ken-hawkins@tiscali.co.uk) or 07505 426750.

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