PRIVACY & DATA PROTECTION POLICY FOR SALE WALKING AND ACTIVITY GROUP

For each member of Sale Walking & Activity Group the following information is held on a password protected database and is under the control of the Membership Secretary. To cover for unforeseen circumstances a backup copy of the database is retained by the Group Secretary and it is again password protected.

1. Name, address, telephone number, mobile or landline or both.
2. Date of joining the Group
3. Date last membership payment made.
4. Email address.

On receipt of a New Member application form the information is entered onto the database and the application form is then shredded.

None of the above information is shared with any other member of the Group or any third party without the **express permission** of the individual.

You can check the personal information we hold on you by contacting the Membership Secretary.

You have the right to question any information that we hold about you, if you think it may be wrong or incomplete. Please contact us if you wish to do this, when we will take reasonable steps to check its accuracy and correct it.

For those members who request a printed copy of the programme the Programme Secretary is provided with a list of names and addresses for this to be carried out.

In order to facilitate delivery of emails to members, their email addresses are retained by our Post Master and this information is also stored on the Google Group email system to enable delivery of said emails.

There are also various photographs of Group Events displayed on the Sale Walking & Activity web page.

Should a member decide to leave the Group their information will be retained for a period of 6 months before it is deleted from the database, their email address will be removed from the mailing list with immediate effect.

If a member decides that they no longer wish the Group to hold their information, then this will be cleared from the database and the Google Group email system immediately. This is known as the “right to object” and “right to erasure” or the “right to be forgotten”.

At any time, it is possible for members to remove themselves from the mailing list by clicking on the section detailed on each email.

At the membership renewal date which is normally deemed to be 1st January of each year, each member is requested to pay their membership fee and advise of any changes to the above information that may have occurred during the year. During the year it is the responsibility of members to advise of any changes to the information held on them.