



PRIVACY NOTICE

May 2018

An important message from Herefordshire Walking

7 St. Ethelbert Street
Hereford HR1 2NR
Tel: 01432 352287
E: walking@walkingfestival.com

The regulations concerning Data Protection become effective on 25th May 2018 and we are required to remind you of how we manage your personal data and get your consent to continue to use your data as we have done in the past.

You provided the Herefordshire Walking Festival with this personal data when you bought a ticket for a Festival walk, led or back-marked a walk for us or advertised in the brochure or on the website. The data consists of your name, and your partner's name if applicable, address, other contact details (such as email address and telephone numbers) together with your chosen walks

This data is held by Herefordshire Walking in a database that is stored on a password protected PC which is used only by the Secretary as authorised by the Committee. Appropriate technical measures and procedures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure. Herefordshire Walking is the Data Controller and its representative and Data Processor is the Secretary, Lisa Richardson. She may be contacted by email, telephone, or post and the contact details are above.

Herefordshire Walking uses your personal data for the following purposes:

- to send you the Walking Festival brochure and e-newsletters.
- to administer the Walking Festival including tickets & feedback forms.
- to answer any of your questions.
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Your data is not shared with any other organisation and is not used in any form of automated decision making or profiling. Herefordshire Walking holds your data and processes it for the above purpose on the legal basis of your informed consent.

As it is your personal data you have various rights which you can exercise by writing to us or emailing. We will respond in a timely manner and there will be no charge for the response. Your rights are:

- to request a copy of your personal data from Herefordshire Walking;
- to request that Herefordshire Walking correct any incorrect personal data;
- to request that your personal data is erased where it is no longer necessary for Herefordshire Walking to retain it;

- to withdraw your consent to Herefordshire Walking holding and using your data;
- To lodge a complaint with the Information Commissioner's Office which may be contacted on 0303 123 1113 or by letter at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.
- To withdraw your consent to FOCG holding your data for its purposes.
- If you have concerns about the accuracy or processing of your personal data, to request a restriction on further processing.
- To request that FOCG provide you with your personal data or to transmit that data directly to another Data Controller.
- To lodge a complaint with the Information Commissioner's Office which may be contacted on 0303 123 1113 or by letter at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

We are asking you to confirm that you have read this Data Protection Privacy Notice and that you consent to Herefordshire Walking holding your personal data and using it for the purposes stated overleaf. If you don't send us this confirmation we will be unable to continue to communicate with you or send the brochure and e-newsletters next year.