

# West Cornwall Footpaths Preservation Society.

UK General Data Protection Regulation (UKGDPR). The UKGDPR replaces the previous Data Protection Act from 1<sup>st</sup> January 2021

## 1. About the WCFPS UKGDPR Policy

- 1.1 This policy explains when and why we collect personal information about our members and those who take part in WCFPS organised events, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website [www.wcfps.co.uk](http://www.wcfps.co.uk) or email [wcfps@btconnect.com](mailto:wcfps@btconnect.com) asking for a copy. Check regularly for any amendments.
- 1.4 We will always comply with the UK General Data Protection Regulation (UKGDPR) when dealing with your personal data. Further details of the UKGDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the UKGDPR, we, the Executive Committee, will be the “controller” of all personal data we hold about you.

## 2. We are the West Cornwall Footpaths Preservation Society (WCFPS) and can be contacted by email at: [wcfps@btconnect.com](mailto:wcfps@btconnect.com)

## 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the WCFPS.	Performing the WCFPS's contract with the Member. For the purposes of our legitimate interests in operating the WCFPS.
Member's e-mail address(es). (PECR)	Circulation of Newsletters, Notices regarding RoW matters, Requests for Walks, Circulation of the WCFPS Walks Programme or links to that programme.	Promulgating information and news to the membership. Withdrawal of consent can be made at any time by contacting us by unsubscribing from the appropriate list.
Walk Leader's name, telephone number(s)	Allow WCFPS Members to contact Walk Leaders for scheduled walks in the Walks Programme.	Performing the WCFPS's object 2. (d) as described in the WCFPS Constitution
Photos and videos of members.	Putting on the WCFPS's website and social media pages and using in press releases.	We will seek consent on membership application forms. Withdrawal of consent can be made at any time by contacting us by e-mail or letter.
WCFPS Officers and Committee Member's name, email and phone number(s).	Details are printed in the WCFPS's Walk Programmes to enable WCFPS Members to contact the society's officers.	For the purposes of our legitimate interests in ensuring WCFPS Officers can be contacted.

## 4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the UK.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

- 4.4 Membership Fee payment is by Direct Debit. The bank statement gives basic account details, which are kept securely and separate from any other data.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## **5. Who else has access to the information you provide us?**

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent, (which you are free to withhold), except where required to do so by law.
- 5.2 In the event a request for personal data is received from a third party, that request will be passed to the member. It will be the member's responsibility to decide whether to contact the third party and decide what data to divulge.

## **6. How long do we keep your information?**

- 6.1 We will hold your personal data on our systems for as long as you are a member of the WCFPS and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

## **7. Your rights**

- 7.1 You have rights under the UKGDPR:
  - (a) to access your personal data
  - (b) to be provided with information about how your personal data is processed
  - (c) to have your personal data corrected
  - (d) to have your personal data erased in certain circumstances
  - (e) to object to or restrict how your personal data is processed
  - (f) to have your personal data transferred to yourself.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> Phone 0303 123 1113.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Membership Secretary.