

## Privacy Policy

Bushey and District Footpaths Association (BADFA) is a registered charity no. 1014684. We are committed to protecting your privacy and will only use your personal information in accordance with the General Data Protection Regulation (GDPR). This privacy policy explains how we use any personal information we collect about you.

### What information do we collect about you?

We collect and store personal information that you may volunteer as part of becoming a member or in connection with a specific project or event, such as a walk.

Personal information we collect may include:

- Full name and title
- Postal address, email address and phone number
- Gift Aid status
- Walk reminder preference

We store this information in a Microsoft Excel<sup>®</sup> spreadsheet which is protected by a password and shared with BADFA Trustees via Dropbox under password protection.

By disclosing your personal information to us you are giving us your consent to collect, store and process your personal information in the manner described in this Notice. The information we hold will be accurate and up-to-date to the best of our knowledge.

While we cannot ensure or guarantee that loss, misuse or alteration of data will not occur when it is under our control, we use our best efforts to try to prevent this.

### Photographs

We may take and use photographs on walks or at events. You will be given the option not to be included in the photograph if you would be readily identified, for example in a group photograph during a walk. Photographs may be published or displayed to promote or aid our work.

### Website

We do not currently collect personally identifiable information via our website. If we were to do so, we will make it clear when we collect personal information and will explain what we intend to do with it.

### Social Media

We might also obtain your personal data through your use of social media such as Facebook, depending on your settings or the privacy policies of these social media and messaging services. To change your settings on these services, please refer to their privacy notices, which will tell you how to do this.

### How will we use the information about you?

We collect information about you to:

- manage your membership;
- send email walk reminders to you if you opt in to receive them; and
- make a gift aid claim if you have signed the gift aid declaration.

We also collect the names of attendees on walks as evidence that paths have been walked in case of dispute or a path claim.

We do not share your information with any other organization except in the furtherance of our work noted above.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [admin@badfa.org.uk](mailto:admin@badfa.org.uk) or write to the Data Controller at 43 Moatfield Road, BUSHEY WD23 3BP.

We want to make sure that your personal information is accurate and up to date. We will include the information we hold about you when we request your membership renewal, but you may ask us to correct or remove information at any time.

You may unsubscribe from walk reminder emails at any time by replying to the email you receive or sending an email to [admin@badfa.org.uk](mailto:admin@badfa.org.uk).

### How long do we keep information about you?

We keep information related to your membership for as long as it is useful or we are required to do so. We will not contact lapsed members who fail to renew within 24 months, and we will not contact members who resign from the date of notification other than to confirm resignation.

### Changes to this Policy

We may make changes to this Privacy Policy from time to time. If we make any changes in the way we use your personal information we will make this clear on the BADFA Website or by contacting you directly.

Version 1.0

July 2018