

Skibbereen Walking Group and GDPR (General Data Protection Regulation)

From 25th May 2018 all European organizations large and small must comply with new data privacy laws. SWG like all organizations is required to establish formal practices over how it manages personal data. In summary organizations must have transparency over how they handle personal data so that individuals are aware of how their data is being held and used, and have the right to decide whether they are listed, what information is held, for how long and to ensure their details are accurate.

SWG Data Process:

SWG collects data about its members - the information members complete on the annual membership form is stored by the Treasurer in an Excel spreadsheet. The data comprises – MI Number, Address, Telephone numbers, Email address, Walking preferences, Gender and Date of Birth. Some elements of this data (name, telephone, email, address) are used to populate the SWG Contacts List held in Google

SWG also collects the same contact data about some non-members – individuals that have expressed interest in the group. These are classed as either possible members or ex-members.

The contact sub set is also held in a mailing platform – MailChimp that is used to produce emails. The subset of data (name, telephone number) is also stored in Dropbox in Walk Registers.

The data is accessible by SWG committee members that are involved in the process of managing membership and communications, specifically the Treasurer, Secretary and PRO.

Membership data is retained for 12 months after a membership lapses.

Consent

Members have already implicitly given their consent to this data being stored by completing their annual membership form. From 2019 the form will be modified to make this consent explicit. Non-members will be asked to give their consent on a one-time basis and thereafter as they are added to the contact list.

Individuals' Rights

Members and non-members have the right to:

- Be removed from the list;
- See what information is stored (on them);
- Have their history deleted;
- Change details

This document is published on the SWG website to allow members and others to understand how their data is managed, and their rights as above, also providing contact details for inquiries and expectations for response time.

Governance

The SWG secretary acts as the data protection officer who makes sure all the processes are being undertaken as described, and responds to queries.