

## Mendlesham Walking Group Data Protection and Privacy Policy

In accordance with the current General Data Protection Regulations (GDPR) we are obliged to ensure that we have your consent to hold data about you (including photographs) and manage it in a secure and private manner.

The information below outlines how the Mendlesham Walking Group will do that.

Your contact details will be obtained by reading the Mendlesham Walking Group Information and Disclaimer form and completing the section on Contact Details. (A copy can be downloaded from the Parish Council Website or given to you at your first walk with the group).

The Group Leader (currently Judith Howard-Rees) holds the paper copies of the Information and Disclaimer Form and will add your email address to an email circulation list which will, as far as reasonably practical, not be disclosed to others. In some cases, for the purpose of enhancing effective communication another person's address details may be revealed.

The data will be used to share relevant community information such as newsletters, posters, correspondence about forthcoming walks and the management of related events. We aim to use the information in a wisely manner to aid social communication and in a non-commercial way.

It is the Group Leader's responsibly to keep the information up-to-date and secure. No data will be offered to third parties and only on rare occasions will another person be designated to use the data for the use as indicated above. In the event of there being a change in the Group Leader all persons whose data is being held will be informed of the change and have the opportunity to be removed from the list.

A request for removal of a data from the list can be made at any time.

The Group Leader currently holds the information on a home computer which is secure and protected and the paper information in a folder not immediately accessible to those visiting the house.

The Group Leader can be contacted as follows:

Post or visit: Mill Lodge, Mendlesham Green, Stowmarket, Suffolk, IP14 5RB

Email: [judith@milllodge.co.uk](mailto:judith@milllodge.co.uk) or [mendleshamwalks@gmail.com](mailto:mendleshamwalks@gmail.com)

Phone: 01449 766327 07770 746619 (Text or WhatsApp)