

LINCOLNSHIRE VIKINGS WALKING CLUB (a member of the British Walking Federation)

PRIVACY POLICY

The privacy and security of your personal data is important to us. This document explains how and why we use your personal data.

We will never sell/share your personal data and will only share it within members of the Lincolnshire Vikings Walking Club Committee in connection with membership, Voice of the Vikings mailing, events and programme planning. Some information on challenges and the Footprint newsletter come from the British Walking Federation and may be forwarded to you.

Who are 'we'?

In this policy, whenever you see the words 'we', 'us', 'our', 'Lincolnshire Vikings Walking Club', 'LVWC', it refers to the Lincolnshire Vikings Walking Club.

Where the words 'British Walking Federation' or 'BWF' are used it refers to the British Walking Federation.

If you have any questions about this privacy policy or how we use your personal data, they should be sent to the Secretary, Pat Charlton, 262 Wolsey Way, Lincoln, LN2 4ST or vov.lvwc@gmail.com.

Personal Data and LVWC

An individual's confidentiality is protected by the Data Protection Act, and from 25th May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR).

Membership forms require personal data and the member's preferred means of communication. Paper copies of Membership Application, & Consent Forms will be kept securely then securely destroyed once a Renewal Form has been received. Membership data will be deleted once the member has left the organisation. However, Names of past members, Membership Number & Years of Membership will be kept for historical purposes.

Your personal data (any information which identifies you, or which can be identified as relating to you personally for example, name, address, telephone number, email address), will only be used by LVWC in connection with membership, Voice of the Vikings mailing, events and programme planning, and from BWF - Footprint mailing, events, and challenge information.

This information is required by the LVWC so that we may provide the membership service expected by the member. The data will be stored securely.

Life Members – Persons who have been awarded Life Membership of LVWC will be asked to consent to the use and storage of their personal data in the same manner as ordinary Members. The personal data for Life Members will be retained until such times as they withdraw their consent (see 'Updating your data and preferences' below).

Voice of the Vikings Newsletter

We use the personal data you provide as a member, to service your membership, including the mailing list for Voice of the Vikings.

Photographs

Photographs sent to LVWC for our use and publication remain the copyright of the owner but the owner grants permission to the LVWC in perpetuity to publish, use and retain the image, providing this is lawful and within current regulations.

Photographs of identifiable minors must have written parental consent supplied before they can be accepted.

Photographs of minors submitted and retained by LVWC prior to 25th May 2018, where written parental consent may not be recorded, can be requested to be removed from the records by email to vov.lvwc@gmail.com or by written request to Secretary, LVWC, 262 Wolsey Way, Lincoln, LN2 4ST.

Access to Personal Data

The LVWC will not share members' data with any third-party company or organisation, without the explicit permission of members. If asked by the police, or any other regulatory or government authority investigating suspected illegal activities, we may need to provide your personal data.

Members have the right to access a copy of the data the LVWC holds about them (a subject access request) obtainable, subject to photographic proof of identity (copy of passport/driving licence) by email to vov.lvwc@gmail.com or by written request to Secretary, LVWC, 262 Wolsey Way, Lincoln, LN2 4ST. The copy of identity documents will be securely destroyed once the request has been dealt with.

What to do if you're not happy

In the first instance, please talk to us directly so we can resolve any problem or query. Members also have a right to contact the ICO (Information Commissioners Office), if they feel that the LVWC is not handling their data in a satisfactory manner. You can contact the ICO using their helpline 0303 123 1113 or at www.ico.org.uk.

Updating your data and preferences

We want you to remain in control of your personal data. If, at any time, you want to update or amend your personal data or preferences please contact us by email vov.lvwc@gmail.com or by written request to Secretary, LVWC, 262 Wolsey Way, Lincoln, LN2 4ST.

Verification, updating or amendment of personal data will take place within 30 days of receipt of your request.

Your data protection rights (DPO)

Where the LVWC is using your personal data on the basis of consent, you have the right to withdraw that consent at any time.

Contact us by using the details above in 'Updating your data and preferences'.

Communication

The LVWC will ask members to provide their formal consent to receive their communications either electronically or by hard copy through the post, for the following:

1. Voice of the Vikings Newsletter
2. The annual walk Programme
3. Updates on Events (to include consent by phone call)
4. Information about the AGM (Annual General Meeting)
5. The Footprint Magazine from the BWF
6. Updates on BWF Challenges

Website

Cookie Policy: Cookies are small text files that your browser stores on your computer. The Lincolnshire Vikings Walking Club website is hosted by the BWF and neither organisation will directly store any cookies on your PC.

The British Walking Federation website contains links to other sites which are outside our control. If you access such third-party sites using the links provided, the operators of those third-party sites may collect information from you which will be used by them in accordance with their own privacy policies. Your use of the third-party sites will therefore be governed by the privacy policies of those sites.

Copyright: The website and its content are copyright of LVWC except where stated otherwise. Any reproduction or redistribution of content is not allowed other than as follows:

- You may print or download content for your personal and non-commercial use only.
- You may copy the content to other individuals for their personal and non-commercial use, provided that you acknowledge the LVWC as the source.
- Photographs may only be used with the permission of the original image owner.

You may not, except with our permission, distribute or commercially exploit the content of the website nor post the content on another website.

Terms of use: The content of the website is for information and interest and while every effort is made to ensure that the information is accurate and up to date, this cannot be totally guaranteed. The links to other websites have been provided in good faith but the Lincolnshire Vikings Walking Club nor the British Walking Federation has no responsibility for, nor has it any control over, their content and LVWC and BWF does not necessarily endorse any views expressed therein. The LVWC and BWF is not responsible for the privacy policies or practices of third party websites.

Contact with LVWC Committee

LVWC is committed to ensuring that your privacy is protected. If you provide us with your name, email address or other details it will only be used by LVWC for the purpose of acting upon your inquiry, comment or the information you provide. It will not be shared with any third-party organisation. A record may be kept of your inquiry, suggestion or comment and used to make improvements to our organisation or the information that we publish for a maximum of 3 months after the enquiry is concluded.

Permanent Trails

Organisers – Personal data provided by Permanent Trail organisers will be used on/in:

- Route descriptions which are published on the LVWC website and the BWF website.
- The British Walking Federation Events and Permanent Trails yearbook
- The IVV website,
- The IVV-Europe website

Walkers – Personal data will be retained by the Walk Organiser until the 1st February of the year following the date the BWF Award is claimed. This information is retained for statistical verification and all data will be securely destroyed at the end of the time period.

Storage of Information

The Lincolnshire Vikings Walking Club will not share members details with any other organisation (including the BWF), except for the Permanent Trail Organisers as detailed above. All data will be stored in hard copy or personal computer with every reasonable precaution being taken to safeguard that data.

The British Walking Federation operations are based in the UK and they store data within the European Union (EU). Some organisations which provide services to us may transfer data outside the European Economic Area, but we will only allow this if your data is adequately protected. Whilst it is our policy that we prefer data hosting and processing to remain on EU-based solutions, it may be that using links on our website results in data transfer to the USA. However, we only allow this when we are certain it will be adequately protected. (e.g. US Privacy Shield or Standard EU contractual clauses). A copy of the Events & Permanent Trail yearbook is sent to the International Federation of Popular Sports (IVV) who can be contacted at IVV Headquarters, Fabrikstr. 8, 84503 Altötting, GERMANY or by email headoffice@ivv-web.org.

Changes to this privacy policy

We'll amend this privacy policy from time to time to ensure it remains up to date and reflects how and why we use your personal data and new legal requirements. Please visit our website to keep up to date with any changes. The current version will always be posted on our website.

Policy Approved and last updated by the Lincolnshire Vikings Walking Club Committee June 2018