PRIVACY STATEMENT for compliance with General Data Protection Regulations (2018)

The Dover & Thanet Rights of Way Society (DATROWS), is committed to protecting the privacy of its members. This privacy statement explains what information we hold about members and how we use and will not use that information. If you have any queries concerning your personal data held by DATROWS please contact the members secretary.

1. **What personal information do we hold about members?**
   i. Name (including title), address, telephone number, a contact email address (if consent given), and a membership payment record.
   ii. We may also ask for additional non-personal information (for example, contact preferences)
2. **Who holds this information?**
   i. The above information is held only by current committee members, and only for the period that they are on the committee. When committee members leave the committee, they are required to delete all electronically stored DATROWS information containing member information, except where they have individual and express consent from people who have become their friends. On leaving the committee members are asked to shred any DATROWS paper documents containing personal information or pass them to their successor on the committee insofar as is required for continuity of DATROWS.
   ii. Contact details of committee members will be held on the DATROWS website insofar as the member has agreed to disclosure.
3. **How is information from members held by DATROWS?**
   i. All of the above information will be held on password protected computers by the DATROWS committee for use by committee members and members joining the committee.
   ii. Walk leader name and telephone numbers are held on emails or paper by members insofar as it is necessary for informing members of contact arrangements with walks leaders.
4. **How is information used and not used by DATROWS?**
   i. Personal information will only be used to make contact with members for management of walks, administration of DATROWS, and to provide information known to be of particular interest to individual members.
   ii. DATROWS committee members will never pass on any members address, telephone number, contact email address or details of membership payment to any non-member, or any third party, without getting permission from the member whose information is held by DATROWS, except where required to do so by a legally authorised authority who first supplies proven identity.
   iii. DATROWS committee will take every reasonable precaution to keep your information safe. The DATROWS website will maintain current secure firewall and anti-virus software, though data that is transmitted via the internet or in email, cannot be 100% secure. However, DATROWS does not use cookies on its website. Links within the DATROWS website to other websites are not covered by this privacy statement.
5. **What happens when a member wishes to amend or cancel membership of DATROWS?**
   i. DATROWS will only hold members personal information for as long as reasonably necessary to administer management of the society. Every year members are asked to renew membership. At this time consent to hold members personal information for a further year will be requested.
   ii. Members have the right to have incorrect information corrected. Members may also request at any time for their personal information to be amended or removed from DATROWS records, and this will be done insofar as the information is held by members of DATROWS committee. However, removal of part or all of a member's personal records may mean that they cease to receive information from DATROWS.
6. **Queries about this privacy statement**: You have the right to a copy of the information we hold about you. This is called a subject access request. If you would like to make a subject access request you can do so by contacting the members secretary.

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