

## **GENERAL DATA PROTECTION REGULATION (GDPR) POLICY FOR IRONBRIDGE GORGE WALKING FESTIVAL (IGWF)**

### **EMAIL ADDRESSES FROM MEMBERS OF THE PUBLIC**

1. We collect email addresses from participants or interested parties for the purpose of informing them of each years Walking Festival, any other events organised by us and in relation to business of current walking events.
2. We only hold email addresses and only for those people who have given their consent.
3. Email addresses are stored on a distribution list held by the Chair and Secretary. No-one else can view the list.
4. All emails to walkers via the distribution list are sent bcc or by mail merge.
5. Consent has been sought from people already on the list prior to May 2018 and data for those who did not specifically reply consenting to remain on the list has been deleted from it.
6. All email addresses from May 2018 to May 2019 were gathered via a form that indicated that providing their email address is their consent for contact to be made for future festivals.
7. Consent to remain on our distribution list is conducted annually. Anyone can request removal from the list at any time or request a change in email address to be made.

### **WALKERS INFORMATION HELD ON EVENTBRITE**

1. From July 2021, Data is held by Eventbrite for participants booked on walks. Eventbrite's GDPR policy was last updated on 1st September 2021 and can be found at: <https://www.eventbrite.co.uk/help/en-gb/articles/363929/eventbrite-data-protection/>
2. By booking through Eventbrite, walkers are opting in to be contacted about future festivals, other walks organised by us and in relation to the business of current walking events
3. Eventbrite information can be accessed for the purpose of Walking Festival business by the Committee and by Walk Leaders in relation to the walks they are leading.

### **COMMITTEE MEMBERS AND WALK LEADERS**

1. Committee members and walk leaders give their consent to be contacted about Walking Festival business when they are appointed by specific request from the Chair.
2. Committee members and walk leaders can request their email addresses are removed from the contact list at any time. Committee members who do so will have to agree to a different way of being informed of meetings etc.

**Agreed by the Chair and those present at a Committee Meeting on 8<sup>th</sup> August 2023.**