

Step Out Sheffield Privacy Policy

Introduction

- Step Out Sheffield is a Rambler's Walking for Health scheme with weekly walks at 29 different locations across the city. In order for the Sheffield scheme to operate effectively Step Out Sheffield needs to process personal data on a walk by walk basis.
- The information needed is lawfully collected and stored. In particular, personal data is only stored locally if and when consent has been provided.

Questions

- Mr. Dan Murphy is our Data Manager and for questions relating to data protection issues Dan is your first point of contact. His email address is dan.murphy.healthwalks@gmail.com

What data we collect

- All walks collect your name address and telephone number. Some walks additionally ask for your date of birth.

How we use your information

- Information is held on a walk by walk basis. A walker who attends more than one walk will be asked to provide their personal details for each walk they attend.
- The information generated by Step Out Sheffield takes the form of an alphabetical list of walkers, unique to each walk. This list is stored securely by the lead volunteer and/or their deputy and, in most cases, is kept with the registration pack. If the register pack is not stored securely (for example, it is kept at the walk venue) the lead volunteer is responsible for making provision to keep the contact list secure.
- The personal data held on a walk contact list is not shared with anyone other than volunteer walk leaders on a need-to-know basis.
- The personal details kept by Step Out Sheffield (names and contact details) are for administration purposes relating directly to each specific walk, for example, group outings and trips, group events such as meals and theatre trips, or to advise of cancellation due to adverse weather conditions or lack of leaders. Some groups also mark and celebrate special birthdays.
- The list of current walkers is regularly up-dated by the scheme co-ordinator and all out-of-date contact lists securely destroyed.
- Consent is voluntary. Any walker uncomfortable about having their contact details on a list held by their walk leader may withhold consent. In addition, walkers are free to withdraw consent at any time. Anyone wishing to withdraw their consent should speak to the lead volunteer of their walk to make the necessary arrangements.

Research and profiling

- Step Out Sheffield does not use personal details for research purposes.

Anonymised data

- Step Out Sheffield does not collect or process any anonymised data.

Complaints

- Complaints about this policy should be referred to either Dan Murphy the data manager dan.murphy.healthwalks@gmail.com or Sue Lee, the scheme coordinator admin@StepOutSheffield.org