

Guildford Health Walks Personal Data Request Procedure

We all have rights about the personal data organisations hold on us.

That includes the information Guildford Health Walks Group Coordinators hold about volunteers and walkers.

Receiving and responding to data requests

As a Guildford Health Walks Group Coordinator you might receive a data request from someone else involved in Guildford Health Walks.

You might be asked to:

- provide copies of someone's data
- check or correct someone's data
- delete someone's data
- stop taking an action based on the data we hold about someone.

Or you may receive questions like:

- 'I want to see and be provided with copies of the data you hold about me.'
- 'I want you to delete my information from your records.'
- 'Why are you using my data? I haven't given you permission to do that.'
- 'Are you allowed to use my personal data to do that?'

It's important you deal with these requests in line with data protection law and our own policies.

If the query is about updating details, you can do this by emailing our Membership Secretary, Membership@guildfordhealthwalks.org.uk

It's the Walk Group Coordinators' responsibility to make sure information we hold on volunteer walk leaders and walkers is up to date, so it's important you support everyone to update their details, or make the updates for them.

If you can't deal with the request quickly at a local level, you must forward on the request from that person to our Membership Secretary at Membership@guildfordhealthwalks.org.uk. Don't make the request on the person's behalf.

A formal 'Subject access disclosure request' can be made to data@guildfordhealthwalks.org.uk. Guildford Health Walks retains the right to charge £10 for such requests.

What happens next?

Once our Membership Secretary has processed a data request, we may need to get back in touch to find out what information you have locally.

We may ask you to review and share information from any email accounts you've used in your Guildford Health Walks role if you hold personal data on the person. Our Membership Secretary will support you with this.

By law Guildford Health Walks must respond to data requests within 30 days. Your help is important so we can meet this deadline.