

## **The Trails Trust**

### **Privacy Notice - Important, Please Read**

The new General Data Protection Regulations (GDPR) came into force on 25 May and as a club which stores personal data, we need to comply with these.

This privacy notice applies from the time you become a member of The Trails Trust, a company limited by guarantee until such point where you choose to end your membership. It explains how we collect, store and use the personal information that you provide to us.

As a member of the company, your personal data is collected and processed for the purposes of fulfilling our contractual obligations by providing you with membership services including, but not limited to, sending you information relevant to your membership.

The data collected and stored is your name, address, telephone numbers and email.

We are committed to keeping your personal data safe and we have procedures in place to secure your personal information. Your data is stored on encrypted, password protected, pen drives. Where we hold data in paper format, we ensure they are held securely and all hard copy data is shredded after being entered on to the central database.

Your personal data will never be sold or used for marketing purposes.

Please keep us up to date with changes to your personal information we hold about you.

You may request to have any inaccuracies in the personal information about you corrected.

You may view the data held on yourself at any time, with reasonable notice.

You may request that your data is erased at any time by contacting the Project Officer, however this will mean that you will no longer receive any information from us.

If you end your membership, your personal data will be securely deleted and no longer held.

You will continue to receive correspondence by email. If you prefer to receive correspondence in a different format, please notify the Project Officer.

If you wish to exercise any of the above rights or if you have a complaint about your information rights or you have any questions about this notice, please contact the Project Officer on [rachel.thompson@mbzonline.net](mailto:rachel.thompson@mbzonline.net)