

SASP Privacy Policy for Somerset Health Walks

Our contact details

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Introduction

Somerset Activity and Sports Partnership (SASP) lead and manage the Somerset Health Walks scheme across the county. SASP has been responsible for health walks in West Somerset and Mendip for the last 8 years, and Sedgemoor for the last 2 years.

From 1st April 2022, SASP was commissioned for 3 years to co-ordinate the countywide health walks programme, with Taunton Health Walks (from September 2022) and South Somerset Health Walks (from February 2023) joining the other districts which SASP already had already been co-ordinating.

This privacy policy explains how and why SASP uses personal data as part of the Somerset Health Walks scheme. Safeguards are in place to ensure that this data is kept secure, and that the privacy of individuals is protected. Please be assured that we never sell your personal data.

The type of personal information we collect:

We currently collect and process the following information:

- 1. Title***
- 2. Full name***
- 3. Postcode***
- 4. Email (if you have one)**
- 5. Telephone number***

How we get your personal information and why we collect it:

We collect your personal data by way of a registration form, found on our website www.sasp.co.uk/health-walks or in paper form before the start of a walk.

Most of the personal information we process is provided to us directly by you, for one of the following reasons:

Communication

- to create a register of participants for each of the Somerset Health Walks.
- to contact you in the management of the health walks.
- to tell you more about our work - including campaigns, walks development and volunteering.

Health Survey and Evaluation

- to periodically invite you to participate in an anonymous health survey, so we can understand the impact the health walks are having on the community of walkers.

We use the information that you have given us in order to:

Communication

- to administer your participation in the scheme (either as a walker or volunteer walk leader)
- contact you about general management and administration of the health walks.
- comply with duty of care and health and safety whilst you are participating in a Somerset Health Walk.

Health Survey and Evaluation

- assess whether the health walks are having a beneficial effect on our participants.
- use your anonymised information to evaluate the Somerset Health Walks scheme and to update funders of the successes of the Health Walk Scheme.
- use anonymous information to further our work on promoting the use of physical activity to improve the health of your community.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- ***Your consent.***

The right to withdraw your consent.

You are able to remove your consent at any time. You can do this by contacting Georgina Hainsby at enquiries@sasp.co.uk.

How we store your personal information

Your Personal Data will be kept privately and held securely. We are committed to looking after your data and use physical, electronic, and managerial procedures to protect it. SASP databases are kept and maintained within the UK.

Retention Period and Disposal

We keep your personal information listed above for 3 years.

After that time your personal data will be deleted in the following ways:

- Personal data stored electronically shall be deleted using the standard data deletion method from the SASP computer system.
- Personal data stored in hardcopy form shall be shredded and recycled.

Your data protection rights.

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Office Manager if you wish to make a request by emailing or calling:

- enquiries@sasp.co.uk
- 01823 653990

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Office Manager,
Somerset Activity and Sports Partnership
Castle Road
Chelston Business Park
Wellington, Somerset
TA21 9JQ

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>