

Notes on GDPR for Trips and Events Organisers

The IVW Committee would like to thank you for helping the Group by organising a trip. It takes a lot of time and effort, not to mention enthusiasm and it is much appreciated.

As you are probably aware the way in which personal data is handled by Ivel Valley has changed and it is important that you are aware of the implications when you are organising an activity.

Personal data includes: first name, surname, address, membership number, group/area, telephone number, email address etc.

Under the new General Data Protection Regulations (GDPR) it is important that such data although willingly supplied when signing up for an activity, is not shared with third parties unless a

specific written agreement/consent is obtained. This includes other members on the trip.

To help minimise any unintentional disclosure of email addresses it is important to use Bcc (blind copy) when sending a group email. Bcc is found next to Cc on most email formats.

Other personal data collected necessarily for the activity such as lists of attendees, telephone numbers, emergency contact details etc. should be stored securely either electronically or in written form.

The Rambler's guidelines suggest that this information, if no longer needed is destroyed **no later than one month** after the holiday or trip. This includes emails and other information stored electronically.

Further information can be found on the Ramblers' website – GDPR Toolkit and on the Managing Personal Data Template. You can find these by searching the Ramblers' website for GDPR having logged in first.