



## World Aid Walk Fair Processing Notice

The World Aid Walk Organising Committee (The Committee) processes your personal data to enable your participation in the World Aid Walk. For the purposes of this Fair Processing Notice, this means World Aid Walk events held in Guernsey, Alderney, Sark and Herm.

### **The Data Protection (Bailiwick of Guernsey) Law, 2017**

The World Aid Walk Organising Committee acknowledges its obligations under the Data Protection (Bailiwick of Guernsey) Law, 2017, (the Law) which provides a number of requirements in terms of processing activities involving personal data. It further acknowledges the general principles of processing as well as the rights of a data subject and more information in relation to these provisions are provided within this fair processing notice.

### **The Principles of Processing**

1. Lawfulness, fairness and transparency

*Personal data must be processed lawfully, fairly and in a transparent manner.*

The Committee collects basic data about individuals who have registered to participate in the World Aid Walk, including name, address, date of birth, contact details, emergency contact information. This is either collected directly from the participant, or from their parent or legal guardian.

This data is collected through the Race Nation portal as part of the registration process. You can view Race Nation's privacy policy here: <https://www.race-nation.com/privacy/>.

A limited number of the organising Committee have access to the information you provide to Race Nation, and this is only used for the following purposes:

- To contact you with important information ahead of the event you have registered for
- To ensure that those who have registered for the event are issued with the correct walker number at the start of the event. This is to comply with our public liability insurance policy, and for health & safety reasons, so we can ensure that everyone is accounted for at the checkpoints and finish line.
- To send you a thank you email after the event, so we can let you know how much we have raised with your help
- To let you know about the details of our event the following year. If you have not ticked the box allowing us to do this during registration, then you will not hear from us again once the event is over.

We will only access and use medical information that you provide during registration and details of your emergency contact in the event of an emergency arising.

Any information you provide to Race Nation that the World Aid Walk has access to, or that we acquire through any other means, will only be used in accordance with the purposes that are listed above and will not be disclosed to any other parties or the Walk's beneficiary charities without your prior consent.

2. Purpose limitation

*Personal data must not be collected except for a specific, explicit and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.*

We acknowledge our responsibility with regard to this data protection principle and therefore maintain that we will not further process that personal data in a way which is incompatible with our original reason for processing, unless we are required to do so by law.

We do not use your information for marketing purposes, unless you have given us consent to contact you in the future. Our communications with you are limited to information about the upcoming event that you have registered for and for the purposes of informing you of the details of our future events that you may be interested in. You can unsubscribe from our marketing communications at any time, but you will still be contacted with important details about upcoming events that you are registered for.

3. Minimisation

*Personal data processed must be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.*

We will only process the personal data which is detailed in section 1, and will not process any further personal data that is not necessary in relation to the original reason for processing personal data as specified in section 1, unless we are required to do so by law.

4. Accuracy

*Personal data processed must be accurate, kept up-to-date (where applicable) and reasonable steps must be taken to ensure that personal data that is inaccurate is erased or corrected without delay.*

We will ensure that all personal data that we hold is accurate and kept up-to-date, and any personal data that is inaccurate will be erased or corrected without delay.

5. Storage limitation

*Personal data must not be kept in a form that permits identification of a data subject for any longer than is necessary for the purpose for which it is processed.*

Any personal data held by the Committee will be retained for a period of 12 months after the event that it was collected for, unless you have given consent to be contacted by the Committee for marketing purposes. This timeframe is proportionate for the type of data that

is collected and how it is processed to enable the organisation of the World Aid Walk events to proceed safely.

We retain anonymised data about participants for statistical purposes.

Any personal data collected by Race Nation on our behalf will be retained in accordance with the data retention section of their Privacy Policy, which is available here: <https://www.race-nation.com/privacy/>.

6. Integrity and confidentiality

*Personal data must be processed in a manner that ensures its appropriate security, including protecting it against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.*

Personal data is held electronically in the lead up to and following a World Aid Walk event. Access to this data is tightly controlled.

Paper copies of some personal data are created for the following purposes:

- Allocating walker numbers to participants at the start of the event.
- Ensuring that participants are accounted for at checkpoints and at the finish.
- Allocating pre-purchased t-shirts to participants ahead of the event.

Paper copies of personal data are destroyed as soon as possible after they are no longer required. Volunteers involved in the handling of this information are briefed ahead of doing so, to ensure that compliance with the Law is maintained at all times.

7. Accountability

*The controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.*

The Committee notes this principle.

**Contact details**

The World Aid Walk Organising Committee has appointed the Chair of the Committee to act as its Data Protection Officer. Contact details are as follows:

Natalie Tucker  
Data Protection Officer  
Email: [worldaidwalk@gmail.com](mailto:worldaidwalk@gmail.com)  
Tel: 07781 412711

**Updates:** This Fair Processing Notice was last updated in July 2020.