



## Privacy Notice – Step Forth

This notice provides details of what information we collect from you, what we do with it and who it might be shared with.

### Identity and contact details of the controller and the data protection officer

Falkirk Community Trust (the Trust) is the data controller. You can contact the data protection officer at:

*Data Protection Officer  
Falkirk Community Trust  
Suite 1A  
The Falkirk Stadium  
4 Stadium Way  
Falkirk  
FK2 9EE*

[dpo@falkirkcommunitytrust.org](mailto:dpo@falkirkcommunitytrust.org)

### Why do we collect this information?

The information is being collected for the following purpose/s:

1. To gather statistical information about Step Forth participants.
2. To record participants at Step Forth walks and events.

The legal basis each purpose is set out below:

Legal basis	Purpose
Consent	
Performance of a contract	1,2
Legal obligation	
Vital interests	
Task carried out in the public interest	
Legitimate interests	

If you provide us with information in relation to your health this is regarded as special categories data (personal data which the General Data Protection Regulations say is more sensitive, and so needs more protection). Our legal basis for processing this special categories data in relation to your health is your explicit consent.

### What information do we collect about you?

1. The Walkers Registration form records your name, address, date of birth, contact details - phone number, mobile phone number and email address, health details, age and emergency contact details.
2. For the Walkers Register we collect your name.

## **Where do we collect information from?**

We collect information from you or a third party acting on your behalf, for example, a carer, a solicitor, a councillor, another family member, health professional.

We have access to the online Paths For All database.

## **Who might we share your information with?**

Falkirk Council established the Trust in 2011 and the Trust carries out services on behalf of Falkirk Council. We may share your information with Falkirk Council. They are our information governance, legal, health & safety, financial, IT, child protection, insurance advisers, the owners of the sites that we manage, and their environmental health unit are our enforcing authority for health & safety.

We forward your Walker Registration form to Paths for All for inputting into their online database system. Information entered into their online database is covered by their privacy notice.

<https://www.pathsforall.org.uk/pfa/website/terms-and-conditions.html>

We share the Walkers Register with the volunteer Walk Leaders, who are external and engaged by the Trust to deliver the service.

We may also share information with IT System administrators & suppliers for the purposes of upgrading and maintaining the systems.

We may also share your information if we are required to do so by law or with the Scottish Information Commissioner (freedom of information), the Information Commissioner (data protection), the Scottish Public Services Ombudsman (complaints) and the Health & Safety Executive (accidents).

The Trust has a duty to protect public funds. We may check your information within the Trust and with Falkirk Council for verification purposes and/or for the prevention of fraud. We may share your information with other organisations where we are required to do so for the purposes of the prevention or detection of crime.

## **Will we send your information outwith the UK?**

We do not transfer your information outwith the UK.

## **How long do we keep hold of your information?**

1. We keep your information for 6 months from the end of the calendar month that it is sent to Paths for All.
2. We keep the Walker Register for 1 month from the end of the calendar month of the walk.

## **What are my rights in relation to the information held about me?**

You have the following rights:

- To see any information held about you by making a [subject access request](#).
- To withdraw consent at any time, where the legal basis for processing is consent.
- To data portability, where the legal basis for processing is (i) consent or (ii) performance of a contract.
- To request rectification or erasure of your information, where data protection legislation allows this.

### **Do I have a right to complain about the way information has been used?**

If you have a concern about the way we are collecting or using your personal data, please let us know and we will try to resolve this. If you are still concerned, you can contact the Information Commissioner:

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

*Tel: 0303 123 1113 (local rate)*

*Fax: 01625 524 510*

*Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)*

### **Do I have to provide my personal data to you?**

If you want to join the Step Forth walking programme then we need to know the information set out above.

### **Do you use any automated processes to make decisions about me?**

We do not use automated decision making processes

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