

Contents

Collecting data from walkers – new guidance	1
The new walker registration form	1
Timeline for using the new walker registration form	2
The new forms and consent	2
Ramblers Walking for Health consent	2
Scheme consent	3
Privacy policy	3
The email process	3
Walkers without email addresses	4
Guidance documents for volunteers	4
Schemes who do not use the database	4
FAQs	5

Collecting data from walkers – new guidance

Under GDPR, it is essential that personal sensitive data (for instance about an individual's health) cannot be linked in any way to them individually (such as their name, email, post code). We are therefore implementing a new process to register new walkers, which will ensure greater clarity over walker consents, stronger security of walker data, as well as reducing administration time and providing a better experience for walkers and volunteers.

The following information applies to schemes currently using the official Ramblers Walking for Health walker registration form and database. For schemes with their own forms and database, see section 2 below.

The new walker registration form

Significant changes have been made to the current walker registration form. The data collected has been divided into two sections, the first completed at the walk, and the second following the walk via email.

The first part: completed at the walk

The new walker registration form has been replaced by a shorter form that requests a walker's basic contact information, consent to be contacted by Ramblers Walking for Health and the organisation that runs your scheme, as well as confirmation that walkers walk at their own risk. This information will be

completed at the start of the walker's first walk, and added to the database by volunteers as per your scheme's normal procedure.

The second part: completed by email

The new registration form also asks walkers to consent to receive an email requesting further information. If the walker consents, an anonymised health survey will be emailed to the new walkers by the Ramblers Walking for Health national programme team. The email survey will collect exactly the same sensitive personal information that is included on the current form. This will reduce data administration time substantially, improve the walker experience at registration, and ensure that personal sensitive data is not kept on unsecured paper forms.

Individuals without an email address

For individuals without an email address, we will be making paper forms available that can be given to new walkers. These forms will not contain any information that can link to the identity of the walker. This health data can then be input by web and data administrators as normal onto the survey software online, which is not connected to the existing database.

Timeline for using the new walker registration form

- The old walker registration form has now been removed from the website, and replaced with the new forms as outlined above
- Please do not continue to use the old walker registration form, as this is not compliant with new GDPR regulations
- Please ensure that this information is communicated to all walk leaders and volunteers
- From **24th May**, you will be able to add walkers' personal contact information to the database, but you will no longer be able to add their sensitive personal information.
- Please ensure that all of the old walker registration forms are destroyed by **25th May**

If you have an outstanding backlog of completed walker registration forms from previous walks that still need to be added to the database:

- You will still be able to upload information from the current walker registration form until 5pm on the **23rd May** – when the option to add a walkers' health data to the database will be removed.

The new forms and consent

The new registration forms will include separate consent statements for Ramblers Walking for Health and your scheme; ensuring new walkers can clearly opt-in to hear from both parties, and are informed as to where and how their information is held.

Ramblers Walking for Health consent

All forms will contain the same consent statement relating to the national programme, which makes clear how the information will be stored on the database. It also offers an opportunity for walkers to opt-in to hear from Ramblers Walking for Health about our work, including fundraising, volunteering and campaigning.

Scheme consent

The forms also offer an opportunity for your scheme to gain opt-in from your walkers, and for you to state clearly how you intend to use the information provided.

We have provided a number of versions of the form to support you to do this.

- 1. Administration and marketing consent statement**

This version of the form contains a pre-written consent statement approved by our lawyers which explains how a scheme may typically use an individual's data, and what information may be sent to an individual. [Use this version of the form.](#)

- 2. Basic consent statement for administration**

If you do not intend to contact your walkers, and will only store their information securely for administrative and registration purposes, you may [use this version of the form.](#)

- 3. Blank consent statement**

If your scheme would like to use your own consent statement detailing how you intend to use your walkers' information, for instance to keep consistent with your organisation's policies, an editable version of the form is available. [Use this version of the form.](#)

For further information, please [see our guidance on how to secure consent for contacting walkers.](#)

Privacy policy

The new registration form includes a space for your scheme to include a link to your privacy policy. Your scheme needs to include a link to your privacy policy, and ensure that it clearly states how an individual's information will be stored and used.

If your scheme or the organisation that runs it already has a privacy policy, you should insert a link to this policy.

If your scheme or the organisation that runs it does not have its own privacy policy, [please see our privacy policy guidance and template.](#)

The email process

Walkers' information can be added to the database by web and data administrators as normal. However, there will no longer be an option to add walkers' sensitive health data on the database from 24th May.

Walk registers can continue to be added and updated.

On a weekly basis, starting from 1st June, all walkers who have been added to the database within the previous seven days with a valid email address will be emailed a link to the health data survey.

The health data survey will be hosted by the survey platform Survey Monkey.

The survey is based on the previous walker registration form. The health data survey is anonymous, and will not request contact information from walkers.

The walker will be able to choose which scheme they walk with from a dropdown list, ensuring that information collected relates back to your scheme.

We are currently exploring how this information can be shared with your scheme, and how it can be related back to previously stored information on the database.

- You can access a test version of the survey [here](#).

Walkers without email addresses

We expect that some walkers will not be able to provide an email address in order to be sent the follow up health survey.

For such walkers, a separate, anonymous health data form will be provided, which can be given out by walk leaders at the start of the walk. This can be filled in by the new walker at the walk and handed back to the walk leader.

You can download a printable version of the health survey [here](#).

This information will then be input directly into the Survey Monkey platform by scheme's web and data administrators. A link to the survey to be used by administrators will be circulated to scheme coordinators by 25th May.

Guidance documents for volunteers

To help cascade this information to walk leaders and volunteers, please see the following guidance documents:

- [Guidance for walk leaders and the new walker registration forms](#)
- [Guidance for web and data administrators and the new walker registration forms](#)

Schemes who do not use the database

For schemes that do not use the Walking for Health database, the following key principles should be followed in relation to your data collection processes:

- Paper forms that contain both personal (contact) information, and sensitive (relating to health) data should no longer be used
- Any collection of health data should not be identifiable with contact information, including on your own database, unless your parent organization has deemed this acceptable under GDPR
- As a Walking for Health scheme, you are still required to meet our minimum data requirement guidance.

FAQs

What shall I do with our existing paper forms?

You will still be able to upload information from the current walker registration form until 5pm on the 23rd May – when the option to add a walkers' health data to the database will be removed

Many of our walkers don't have an email address, will we lose data?

We would encourage you to work with us on this. It is important that walk leaders understand that the data about walkers, collected anonymously through the survey is used to enable us to monitor and report to funders on the programme. Walk leaders can help by explaining this to new walkers and handing them the survey form to complete.

We'd prefer not to email walkers the health survey, and just give them paper forms, is this allowed?

Yes, this is fine – as long as you ensure that the information is uploaded to Survey Monkey. The anonymised forms can then be destroyed.

What happens if a walker does not tick the box to say that they walk at their own risk and will seek medical advice if appropriate?

Unfortunately this is a requirement of all new walkers. If they do not tick this box to accept this condition then they should not walk with the group.

My scheme doesn't use the database but we use paper forms to gather health data from walkers.

What are my options for continuing to collect health data from my walkers?

- You are welcome to start using the Walking for Health database, and your walkers will automatically be emailed the health survey link.
- Alternatively, you could create your own anonymous survey and send this to your walkers, and provide us with the aggregated data when required

Please let us know if you are not a database using scheme but would like to use the Survey Monkey link.