Social Walk Register

Registration Template for Social Walks, Trips Away and Other Group Events | Version 1 | July 2026

Event Details	
Name of Group	
Name of Event Co-ordinator / Walk Leader	
Date of Event	
Description / Type of Event	
Hazards – note any potential hazards attendees should be aware of	
Organiser Comments (can be completed after the event)	

All attendees (including the organiser/s) **must** fill in their own details in the register below. Please read the data protection notice below before completing.

No.	Name	LDWA Member No.	Non-members: mobile / email / postal address	ICE location or emergency contact
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

No.	Name	LDWA Member No.	Non-members: mobile / email / postal address	ICE location or emergency contact
12				
13				
14				
15				
16				
17				
18				
19				
20				

Walk Leader / Event Co-ordinator Checklist

I have…	
Completed the register before the start of the walk / event	Y / N
Sent the completed register to the Walk Secretary / Event Co-ordinator, or uploaded it to the LDWA website (NB: the ICE details column is not for uploading — treat as sensitive personal data)	Y / N
Securely deleted any copy of this form after sending / uploading	Y / N

Data Protection Notice

How we use your personal data	
Personal data collected on this form (names, LDWA membership numbers and contact details) is processed by the Long Distance Walkers Association (LDWA) as data controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.	
Purpose	This data is collected solely to manage attendance at LDWA group social walks and events. It will not be used for any other purpose.
ICE Details	In Case of Emergency (ICE) contact details are sensitive personal data. They must NOT be uploaded to the LDWA website or any other platform, and must not be shared beyond the walk leader / event co-ordinator. These details must be kept securely and deleted once no longer needed.
Retention	Completed registers should be sent to the Walk Secretary / Event Co-ordinator and then securely deleted by the walk leader. Registers are retained by the local group for one year in line with LDWA data retention guidelines.
Your Rights	our data protection lead dataprotection@ldwa.org.uk You have rights under UK GDPR including the right to access, correct or request deletion of your data. For the full LDWA Privacy Policy visit www.ldwa.org.uk or contact our data protection lead dataprotection@ldwa.org.uk