

LDWA Registration Template for Social Walks, Trips Away and Other Group Events

Name of Group	
Name of Event Co-ordinator / Leader	
Date of Event	
Description / Type of Event	
Ensure all attendees are aware of any potential hazards - note here	
Organiser Comments (can be completed after the event)	

All attendees (including the organiser/s) should fill in their own details in the form below. Please ensure all attendees are aware of the LDWA Data Protection and Privacy Policy. https://ldwa.org.uk/website/downloads/toolkit/LDWA_Data_Protection_Policy.pdf

	Name	LDWA Member No.	Non-members - please supply mobile number, email address or postal address	Location of ICE details or emergency contact number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Checklist for Social Walks, Trips Away and Other Group Events (as appropriate):

I have...	
Completed the register before the start of the walk	y/n
Sent the register to the Walk Secretary or uploaded the register to the LDWA website (NB the ICE details should not be retained)	y/n
Securely deleted any copy of this form after sending/ uploading	y/n

I understand that the personal information of walkers submitted for this social walk will be held by the organisers and retained securely on the LDWA website for up to one year after the walk has taken place (ICE information will not be retained).

The LDWA has a duty of care to members taking part in its activities and the above information supports us in meeting this obligation. Retaining this information will help in the defence or resolution of Public Liability Claims against the LDWA and their insurers. Additionally, the purpose is to provide the LDWA with information on social walk attendance to enable us to monitor and improve the service we provide.

Non-members may receive a follow up message inviting you to become a member of the LDWA - please indicate if you do not wish to receive such communications.

Photographs are likely to be taken during the walk and these may be featured in Strider magazine, group newsletters, on LDWA websites and on LDWA social media. These will be held in perpetuity and whilst you do have the right to request deletion, where it is physically possible for the LDWA to do so, please notify the walk leader if you would prefer not to be included.