



Rickmansworth Waterways Trust

Batchworth Lock Canal Centre
99 Church Street
Rickmansworth
Hertfordshire WD3 1JJ



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www.rwt.org.uk

September 2022

Dear

Volunteer records held by the Rickmansworth Waterways Trust

Under UK Data Protection legislation we are required to ensure that all personal information held about individuals is accurate and up-to-date, and is only held for as long as is required.

I am now repeating the work I did nearly three years ago to make sure that the information that the Trust holds about volunteers remains accurate, bearing in mind that individual's circumstances might have changed.

Database extracts are produced for the coordinators of the various activities e.g. Learning at the Lock, to enable them to communicate easily and quickly with those people who are willing to help them. All of this information will help ensure the efficient working of the Trust and none of it will be passed to any 3rd party unless it is required for statutory purposes.

The purpose of this letter is to tell you what information we currently hold about you. **Please would you review the attached document and let me know of any corrections that need to be made, or indeed if it is complete and accurate.** It also highlights other areas of the Trust's activities that you may now be interested in, in which case, if you let me know then I will gladly pass on your information to the coordinator concerned.

By replying you also confirm that you wish to remain as a volunteer to the Trust.

If you do not want us to hold any or all of this information about you, for example because you no longer feel able to help, then please let me know, either at the Canal Centre address at the head of this letter or via email to stephen@rwt.org.uk, and it will be removed immediately.

In any case, thank you for the support that you have given to the Trust in the past, and for continuing to give it to us.

Yours sincerely,

Stephen Vincent
Trustee



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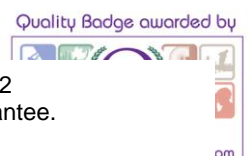
Stephen Vincent
Trustee



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Please reply - Volunteer records held by the Rickmansworth Waterways Trust -

Dear .

About 2 weeks ago I emailed you about the personal information that the Trust holds about you. Unfortunately, I did not receive any reply, so don't know if this is accurate and up-to-date. **Under UK Data Protection legislation we are required to ensure that all personal information held about individuals is accurate and up-to-date, and is only held for as long as is required.**

Please would you review the attached document and let me know of any corrections that need to be made, or indeed if it is complete and accurate. By replying you also confirm that you wish to remain as a volunteer to the Trust.

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