



# **Privacy Policy**

**August 2007**

## Privacy Policy

### General Principles

British Orienteering is committed to safeguarding the privacy of your information. By "your information" we mean any information about you, which you or third parties provide to us. British Orienteering's Privacy Principles outline our commitment to the secure and responsible handling of information about our members.

The Privacy Principles, set out below, explain how your information will be treated by British Orienteering.

### British Orienteering Privacy Principles:

- We will only collect & use your information where we have lawful grounds and legitimate business reasons to do so.
- We will be transparent in our dealings with you and about how we will collect and use your information.
- If we have collected your information for a particular purpose we will not use it for anything else unless you have been informed and where relevant your permission obtained.
- We will not ask for more information than we need.
- We will update our records when you inform us that your details have changed.
- We will implement and adhere to information retention policies relating to your information and will ensure that your information is securely disposed of at the end of the appropriate retention period.
- We will observe the rights granted to you under applicable privacy and data protection laws and will ensure that queries relating to privacy issues are promptly and transparently dealt with.
- We will train our staff on their privacy obligations.
- We will ensure, to the best of our ability, we have appropriate physical and technological security measures to protect your information regardless of where it is held.

You are not required to provide any personal information on the public areas of this website. However, you may choose to do so by completing the forms on various pages of the site. We will only use the information you provide to us on these pages in order to process the relevant forms.

If you are a member of British Orienteering you will have been advised as to how we collect and use your information. If you have any questions about Privacy at British Orienteering please contact the National Office at: **British Orienteering, 8a Stancliffe House, Whitworth Road, Darley Dale, Matlock, Derbyshire, DE4 2HJ. Telephone number: 01629 734042**

### Using information about you

In order to provide you with membership services we need to collect, use, share and store personal and financial information about you ("your information").

Where you provide personal information relating to others (e.g. dependants, family members, and friends), for the purpose of event entry or administering your membership account, you will need to confirm that you have their consent or are otherwise entitled to provide this information to us and for us to use it in accordance with this agreement.

British Orienteering will use your information to; manage your membership and provide our services; for assessment and analysis; to meet our obligations to any relevant regulatory authority; to develop and improve our services to you and other members; and protect our interests.

British Orienteering will use your information to inform you by letter, telephone, text (or similar) messages, email and other electronic methods, about products and services (including those of others) which may be of interest to you. You may tell us at any time if you do not wish to receive communications from us by writing to us providing your membership number, full name and address.

We may give information about you to the following:

- People who provide a service to us or are acting as our agents, on the understanding that they will keep the information confidential.
- Anyone to whom we transfer or may transfer our rights and duties under this agreement.
- We may also give out information about you if we have a duty to do so or if the law allows us to do so.

Otherwise we will keep information about you confidential.

If we transfer your information to a person, office, branch or organisation, we will make sure that they agree to apply the same levels of protection as we are required to apply to your information and to use your information strictly in accordance with our instructions.

We will retain information about you after the termination of your membership for as long as permitted for legal, regulatory, fraud prevention and legitimate business purposes.

You can ask for a copy of the information we hold about you by writing to us. A fee may be charged for this service.

## **Online Services**

### **1. Information we collect**

If you register with the British Orienteering website we will ask you to provide some information about yourself for security and identification and verification purposes.

When completing any online forms, we will provide you with information about how your information will be used.

Where you provide information about others (e.g. for the event entry of friends) you must ensure that you have their consent.

### **2. How we use your information**

British Orienteering will use your information to inform you by letter, telephone, text (or similar) messages, email and other electronic methods, about products and services (including those of others) which may be of interest to you. You may tell us at any time if you do not wish to receive communications from us by writing to us providing your membership number, full name and address.

We may also use your information for research and statistical analysis with the aim of improving our services to you.

British Orienteering will not pass your information collected online to any other parties.

We will retain information collected about you for as long as permitted for legitimate purposes.

### 3. **Use of cookies**

The British Orienteering website does not use "cookies".

### 4. **Security**

We'll never ask you for online security details by email.

Our online service provides a safe way to manage your events and event entry, however online crime is a growing area that members need to be aware of. British Orienteering will use your information to inform you by letter, telephone, text (or similar) messages, e-mail and other electronic methods, about products and services (including those of others) which may be of interest to you. You may tell us at any time if you do not wish to receive communications from British Orienteering by writing to us providing your full name, address and membership number.

#### **Protect yourself from viruses**

Have you updated your anti-virus software? It should contain:

- Anti-virus software
- Spy-ware software
- An Internet Security Suite including a firewall