

## British Orienteering Federation Limited - Privacy Statement

The British Orienteering Federation is a private company limited by guarantee, incorporated and registered in England and Wales with company number 01606472. British Orienteering Limited is the data controller under data protection legislation.

### What data we will collect

In becoming a member of British Orienteering (BOF), BOF will collect certain information about you which will include your name, year of birth, gender, URN number(membership number), email address, address, telephone number, name of the BOF affiliated club that you are a member of, details of any coaching or officiating licenses you hold and results (**Membership Data**).

### Why we will collect it

We will collect and process your Membership Data for the purposes of registering you as a member of BOF and administering your involvement in the sport. We will process it on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member and to administer the sport.

We will only use your Membership Data for the purposes of registering and administering your involvement in the sport.

### How long we will keep it

We will retain your Membership Data for such time as you are a member registered with us and will then delete your information on a staged basis as follows:

Type of data	When deleted
Membership Data (except in respect of those specific items below)	Four years after an individual has not played an active part in the sport.
URN (Membership Number), name and year of birth	This information will be anonymised after the four year period referred to above.

### Your rights

You have the following rights under data protection legislation:

1. to access a copy of the information comprised in your personal data;
2. to object to processing of your personal data that is likely to cause or is causing damage or distress;
3. to prevent processing for direct marketing;
4. to object to decisions being taken by automated means;
5. in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed; and
6. to claim compensation for damages caused by a breach of data protection legislation.

## Sharing your data

We may share your Membership Data with partners such as Fabian4, Si Entries and EMIT, other Home Country Orienteering Organisations, Regional Associations, clubs, and third- party data managers that we appoint as data processors as part of administering your involvement in sport. We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing. We will also not share any other personal data you provide to us that is not Membership Data.

## Privacy policy

All of the personal data we collect from you will be collected, stored and processed in accordance with the terms of British Orienteering privacy policy.

## Complaints

If you have any concerns or complaints in relation to how BOF collects and/or processes your personal data, you should contact BOF's data protection officer in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by BOF, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk))

## British Orienteering Federation Limited commitment to Privacy

The website is maintained by British Orienteering Federation (BOF). For the purposes of data protection legislation, BOF is the data controller.

The British Orienteering Federation is the owner of [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk) and we are committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

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## The information we collect about you

We may collect the following information about you through our website:

- Your name, email address, postal address and any other information you voluntarily provide to us via our website and online forms: name, date of birth, gender, email address, address, telephone number, name of the affiliated Clubs with which you are registered and any coaching or officiating licenses that you hold (Member Data).
- Your IP address (which is a unique identifier that computers and devices used to identify and communicate with each other) which is automatically recognised by the web server.

## The information provided to us

We may be provided with information about you from clubs with which you are registered. That information will include competition results.

## How we use your information and legal basis for such use

We may use your personal information for a number of purposes, including:

- To carry out our obligations as the National Governing Body for Orienteering in Great Britain.
- To deal with your requests and enquiries.
- To contact you for reasons related to your enquiry.
- To notify you about competitions and news.
- To administer competitions.
- Providing relevant and necessary information via email, text, post to you about the following:
  - Changes to rules and regulation
  - Updates to advice and guidance relating to specific issues within orienteering
  - Information relating to club affiliation, representative teams, competition and events, coach and officiating licenses, volunteer positions, courses, CPD events and qualifications.
- To use your IP address to monitor traffic and gather browsing behaviours of visitors to our websites. We will not use your IP address to identify you in any way.
- To create meaningful, actionable analysis that will help us to understand and report to funders.

Where you have opted in to additional communications we will process your Member Data on the basis of consent. If you become a registered member with BOF, we will share your Membership Data with the following bodies as part of the administration of your involvement in the sport:

- Selected members of your club
- Si entries and Fabian4 to check membership validation at point of entry to orienteering events
- Selected members of your regional Association
- Third party data managers who support BOF in managing the sport

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose we will ask for your consent.

When we collect information from you, we will tell you if we would like to send you information about our products and services. We will give you the opportunity to opt in to any such communications and will tell you how you can opt-out at any time.

If we wish to share your data with third parties for marketing purposes, we will tell you about this and only do so if we get your consent. You can opt out at any time by notifying us.

BOF may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.

If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that BOF is legally obliged to disclose it.

This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

### Protecting your information

The data that we collect from you may be transferred to a destination external to BOF's own secure network. We will not transfer your data outside of the European Economic Area.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information. We also protect the security of your data using Secure Sockets Layer (SSL) encryption technology.

### Surveys

We regularly carry out surveys using a third party provider, Survey Monkey ([www.surveymonkey.com](http://www.surveymonkey.com)). When we collect your personal data we will ask you for your consent to participate in our surveys. If you have provided consent to participate, we will transfer your data to Survey Monkey for these purposes only. In each survey, we will clearly tell you what data we are collecting, and provide a link to terms and conditions for any incentives offered to take part in that survey. We do not link any other information about your browsing activity with the survey data, which is stored separately.

### Service and marketing messages

If you are currently receiving service messages or marketing communications from BOF and no longer wish to do so, please let us know by contacting us at [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk).

## Finding out what information BOF holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the BOF's Data Protection Officer:

Data Protection Officer  
British Orienteering Federation  
Scholes Mill,  
Old Coach Road,  
Tansley,  
Matlock,  
DE4 5FY

You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting.

## Data retention

Any data that we collect from you will be deleted in accordance with timescales set out below:

Type of data	When deleted
Membership Data	Four years after an individual has not played an active part in the sport.
URN (Membership Number), name and year of birth	This information will be anonymised after the four year period referred to above.

## What are cookies? The types of cookies we use and how you can disable them.

In this section you will find information on what cookies may be set when you visit the British Orienteering website and how to manage and disable them.

### What are cookies?

A cookie is a piece of text that a website transfers to your computer's hard disk in order to remember who you are. Cookies interact with your computer and our website faster and easier by remembering the registration details and preferences from previous visits. Typically, a cookie will contain the name of the website from which the cookie has come, the lifetime of the cookie and a value. The use of cookies does not give us access to the rest of your computer and only the site that created the cookie can read it.

### Automatically collected access information

Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using; and the date and time of access.

Nonessential technical information: the Internet address of the web site from which you linked directly to our web site, and the "cookie information" described below.

By continuing to use this site you consent to the relevant cookies being set on your device.

## We use the following types of cookies

1. Session cookies – these are temporary cookies that remain in the internet browser’s folder of your computer until you close the browser. Our website uses a session cookie which is stored in your browser until you close it to ensure connections to our servers are distributed evenly to provide optimal performance.
2. Persistent/Permanent cookies – these remain in the internet browser’s folder of your computer for longer than the time you are visiting this website. We need to use a cookie to remember your refusal of our use of cookies. This cookie does not store any other information and is not used for any other purposes. If you delete your browsing history including cookies you will delete this cookie and will therefore need to readjust your browser setting again.
3. Analytical cookies – Our website uses Google Analytics cookies (third party cookie) for the following purposes:
  - a cookie to record the time of your first visit to website, the time of your most recent visit to the website and the time of your current visit;
  - a cookie to record how long you stayed on the website;
  - a cookie to record how you located our website (i.e. Google search, keyword, link from other page etc.).
4. Third party cookies - We sometimes allow partners or service providers to use cookies on our websites. These cookies are used to help us understand how a specific promotion or campaign is performing. The information obtained from these cookies is only used by BOF and its partners. We only share the information obtained through the use of Google Analytics with Google. For more information on Google’s use of your information, please visit the Google Privacy and Data Sharing pages.

The cookies we use for these purposes do not track your Internet usage after leaving our website and we do not store your personal information. They will also not be used in connection with any other information to identify you in any way. To prevent Google Analytics cookies being set, you may wish to install the Google Analytics Opt-Out Browser Add-On (<http://tools.google.com/dlpage/gaoptout>).

## Can I opt out of cookies?

British Orienteering will not use cookies to collect personally identifiable information about you. Yes you can restrict or block the cookies which are set by our websites, and you can do so by accessing your Internet browser settings. The 'Help' function within your browser should tell you how.

For general information about cookies and how to disable them, please visit:

<http://www.aboutcookies.org> or <http://www.allaboutcookies.org>

Please be aware that restricting cookies may impact on the functionality of our website. For information on how to manage cookies on a mobile phone, games console or internet-enabled television, you should refer to the operations manual specific to each device. To opt out of any third-parties using cookies where data about your interaction with our website is collected, please refer to their website for this information.

### [Changes to our Privacy Policy](#)

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in February 2018.

### [Contacting British Orienteering Limited about this Privacy Policy](#)

If you have any questions or comments about this Privacy Policy please write to us:

British Orienteering Federation  
Scholes Mill,  
Old Coach Road,  
Tansley,  
Matlock,  
DE4 5FY