**Pendle Forest Orienteers commitment to Privacy May 2018**

This Privacy Policy has been updated with guidance provided by The British Orienteering federation (BOF)

The Pendle Forest Orienteers website is maintained by The Pendle Forest Orienteers (PFO). For the purposes of data protection legislation, PFO is the data controller.

The Pendle Forest Orienteers is the owner of www.PFO.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 either directly from you or 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 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 BOF with which PFO are affiliated.

**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 an affiliated club to 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.
  + Club news and activities
* To create meaningful, actionable analysis that will help us to understand membership demographics.

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

* Selected members of PFO
* 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 PFO 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.

PFO 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 PFO 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 PFO’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.

**Surveys**

We may carry out surveys using a third party provider, e.g. Survey Monkey (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 PFO and no longer wish to do so, please let us know by contacting us at info@pfo.org.uk

**Finding out what information PFO 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 PFO’s Data Protection Officer: Judith Wood PFO Chairman at chairman@pfo.org.uk

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. |

**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.

PFO website does not use cookies.

**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 May 2018.

**Contacting Pendle Forest Orienteers about this Privacy Policy**

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

Pendle Forest Orienteers C/O 3 Raby Street, Rawtenstall, BB4 7RR

Or email info@pfo.org.uk