

## Data Privacy Policy

The Welsh Orienteering Association (“we”, “us”, “our”) is 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 Regulations (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.

This version updated 07/03/2020

Next review January 2022.

### **Our Data Privacy Principles**

Our Privacy Principles outline our commitment to the secure and responsible handling of information about our members.

The Welsh Orienteering Association’s Privacy Principles:

- We will only collect and 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 offer training to all officials of our Association 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.

### **What information do we collect?**

We may collect, store and use the following kinds of information about you:

- information about your computer including your IP address, and about your visits to and use of our website;
- Information that you provide to us when registering to become a member of the Welsh Orienteering Association or updating your membership details or registering for event entry, in each case whether online, by post or by any other means, including your name, age, address, email address and payment details;
- Information that you provide to us when submitting email enquiries, contributions or your views to us.

Before you disclose to us the personal information of another person (e.g. dependants, family members, and friends) you must ensure that you have obtained their consent to both the disclosure and processing of that personal information in accordance with the terms of this Data Privacy Policy.

### **How does the Welsh Orienteering Association use your information?**

We may use your information to:

- process membership requests and manage existing memberships;
- process event entries and results;
- assess and analyse our Website and services, and improve the Website and services provided by us;
- respond to requests and queries submitted by you;
- send you communications and email notifications relevant to your membership of the Welsh Orienteering Association;
- send you newsletters, and other communications relating to Welsh orienteering, by post or, where you have specifically agreed to this, by email or similar technology (and you can inform us at any time if you no longer wish to receive these communications).

### **Who will the Welsh Orienteering Association share your information with?**

We may disclose your personal information:

- a) to the extent that we are required to do so by law with the police and other law enforcement agencies for the purpose of crime prevention or detection;

- b) in connection with any ongoing or prospective legal proceedings;
- c) in order to establish, exercise or defend our legal rights.
- d) to external event administration and entry provider services when these services are not carried out by us.

Except as provided in this policy, we will not provide your information to third parties.

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.

### **Can I access and update my information?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of that information, please email [secretary@woa.org.uk](mailto:secretary@woa.org.uk) or write to us at the address in the 'How to contact us' section below. We may make a small charge for this service. We will also need to establish the identity of the person making the request prior to releasing the information and may require proof of identity such as driving licence, utility bill or passport.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **Data retention**

Membership data will be deleted after we become aware that an individual has not played an active part in the sport for four years. This may be determined by our checking this detail with British Orienteering.

### **Use of cookies**

A cookie is a small file of letters and numbers that is stored on your browser or the hard drive of your device if you agree. Cookies contain information that is transferred to your device's hard drive. Cookies contain no name or address information or any information that will enable anyone to contact you via telephone, e-mail or by any other means. Our website may use cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our website. By continuing to browse our website you are agreeing to our use of cookies.

The Interactive Advertising Bureau (IAB) is an industry body that develops standards and guidelines to support online business processes. It has produced a website ([www.allaboutcookies.org](http://www.allaboutcookies.org)) which explains how cookies work and how they can be managed. Most browsers are initially set to accept cookies but you have the ability to accept or decline cookies by modifying the settings on your Internet browser or device. The IAB website tells you how to remove cookies from your browser or device. However, if you use your browser or device settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

### **Contact details**

Secretary

The Welsh Orienteering Association  
c/o Data Protection Officer  
British Orienteering  
Scholes Mill  
Old Coach Road  
Tansley  
Matlock  
DE4 5FY

Sources used in developing this policy (and accessed December 2019)

British Orienteering's Privacy Policy

Scottish Orienteering's Privacy Policy

South Wales Orienteering Club's Privacy Policy

Bristol Orienteering Klub's Privacy Policy

Permissions have been received from these sources for their work to be included in this policy.