



# BRITISH WALKING FEDERATION PRIVACY POLICY

The privacy and security of your personal data is important to us. This document explains how and why we use your personal data, to keep you informed and continue to be confident giving us your data.

We will never sell/share your personal data and will only share it within members of the British Walking Federation National Committee in connection with membership, supply orders, Footprint mailing, Awards, events, challenge information, event yearbook or other member benefits that BWF feel would benefit you.

## Who are 'we'?

In this policy, whenever you see the words 'we', 'us', 'our', 'British Walking Federation', 'BWF', it refers to The British Walking Federation.

If you have any questions about this privacy policy or how we use your personal data, they should be sent to: [dataprotection@bwf-ivv.org.uk](mailto:dataprotection@bwf-ivv.org.uk) or by post to BWF Data Protection, 6 Windsor Square, Silver Street, Reading, Berkshire RG1 2TH.

## Personal Data and BWF

An individual's confidentiality is protected by the Data Protection Act, and from 25<sup>th</sup> May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR).

Membership forms require personal data and the member's preferred means of communication. Paper copies of Membership Application forms will also be kept securely or securely destroyed after processing. Membership data will be deleted once the member has left the organisation. However, names of past members and their reason for resigning (but no other information) will be kept for historical purposes.

Your personal data (any information which identifies you, or which can be identified as relating to you personally for example, name, address, telephone number, email address), will only be used by BWF in connection with membership, supply orders, Footprint mailing, Awards, events, challenge information, Event & Permanent Trails yearbook or other member benefits that BWF feel would benefit you.

This information is required by the British Walking Federation so that we may provide the membership service expected by the member. The data will be stored securely.

## Membership including newsletters and Footprint Magazine

We use the personal data you provide as a member, to service your membership.

**Individual Membership** - This includes sending renewal information, newsletters, details of other member benefits, Footprint magazine, and Event & Permanent Trails yearbook to annual, 2 yearly or 3 yearly members by post and email.

**Member Clubs** – This includes sending renewal information, newsletters, Footprint magazine, and Event & Permanent Trails yearbook to Member Clubs by post and email.

## Photographs

Photographs sent to BWF for our use and publication remain the copyright of the owner but the owner grants permission to the BWF in perpetuity to publish, use and retain the image, providing this is lawful and within current regulations.

Photographs of identifiable minors must have written parental consent supplied before they can be accepted.

Photographs of minors submitted and retained by BWF prior to 25<sup>th</sup> May 2018, where written parental consent may not be recorded, can be requested to be removed from the records by email: [dataprotection@bwf-ivv.org.uk](mailto:dataprotection@bwf-ivv.org.uk)

## Access to Personal Data

The BWF will not share members' data with any third party company or organisation, without the explicit permission of members. If asked by the police, or any other regulatory or government authority investigating suspected illegal activities, we may need to provide your personal data.

Members have the right to access a copy of the data the BWF holds about them (a subject access request) obtainable, subject to photographic proof of identity (copy of passport/driving licence) by email: dataprotection@bwf-ivv.org.uk, or by written request to BWF Data Protection, 6 Windsor Square, Silver Street, Reading, Berkshire RG1 2TH.

## What to do if you're not happy

In the first instance, please talk to us directly so we can resolve any problem or query. Members also have a right to contact the ICO (Information Commissioners Office), if they feel that the British Walking Federation is not handling their data in a satisfactory manner. You can contact the ICO using their helpline 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk).

## Updating your data and preferences

We want you to remain in control of your personal data. If, at any time, you want to update or amend your personal data or preferences please contact us by email [dataprotection@bwf-ivv.org.uk](mailto:dataprotection@bwf-ivv.org.uk) or by written request to BWF Data Protection, 6 Windsor Square, Silver Street, Reading, Berkshire RG1 2TH.

Verification, updating or amendment of personal data will take place within 30 days of receipt of your request.

## Your data protection rights (DPO)

Where the British Walking Federation is using your personal data on the basis of consent, you have the right to withdraw that consent at any time.

Contact us by using the details above in updating your data and preferences.

## Communication

The BWF will ask members to provide their formal consent to receive their communications either electronically or by hard copy through the post, for the following:

1. **Member Clubs ONLY - AGM** (Annual General Meeting) and any EGM (Extraordinary General Meeting) information.
2. **Footprint Magazine**
3. **Event Yearbook – sent by POST ONLY**
4. **Challenge Information**
5. **Individual Members ONLY - Other Member Benefits such as discounts etc**
6. **Other Communications** relating to BWF activities, such as notification of events or matters the BWF thinks will be of particular interest to members.

**NOTE:** With the exception of notices for General Meetings (AGM, EGM) members can opt out of any/all society communications at any time by contacting the [dataprotection@bwf-ivv.org.uk](mailto:dataprotection@bwf-ivv.org.uk), or by personal request in writing to BWF Data Protection, 6 Windsor Square, Silver Street, Reading, Berkshire, RG1 2TH.

## Website

**Cookie Policy:** Cookies are small text files that your browser stores on your computer. The British Walking Federation will not directly store any cookies on your PC.

The website contains links to other sites which are outside our control. If you access such third party sites using the links provided, the operators of those third party sites may collect information from you which will be used by them in accordance with their own privacy policies. Your use of the third party sites will therefore be governed by the privacy policies of those sites.

**Contact via the website:** BWF is committed to ensuring that your privacy is protected. If you provide us with your name, email address or other details it will only be used by BWF for the purpose of acting upon your inquiry, comment or the information you provide. It will not be shared with any third party organisation. A record may be kept of your inquiry, suggestion or comment and used to make improvements to our organisation or the information that we publish.

**Copyright:** The website and its content are copyright of BWF except where stated otherwise. Any reproduction or redistribution of content is not allowed other than as follows:

- You may print or download content for your personal and non-commercial use only.
- You may copy the content to other individuals for their personal and non-commercial use, provided that you acknowledge the BWF as the source.
- Member Clubs may use the BWF material freely. Individual Members or other non-profit making organisations may only use the BWF material with permission. Where BWF material is used, the source should be acknowledged. Photographs may only be used with the permission of the original image owner.

You may not, except with our permission, distribute or commercially exploit the content of the website nor post the content on another website.

**Terms of use:** The content of the website is for information and interest and while every effort is made to ensure that the information is accurate and up to date, this cannot be totally guaranteed. The links to other websites have been provided in good faith but the BWF has no responsibility for, nor has it any control over, their content and the BWF does not necessarily endorse any views expressed therein. The BWF is not responsible for the privacy policies or practices of third party websites.

## **Storage of Information**

The British Walking Federation operations are based in the UK and we store our data within the European Union (EU). Some organisations which provide services to us may transfer data outside the European Economic Area but we'll only allow this if your data is adequately protected. Whilst it is our policy that we prefer data hosting and processing to remain on EU-based solutions, it may be that using links on our website results in data transfer to the USA. However we only allow this when we are certain it will be adequately protected. (e.g. US Privacy Shield or Standard EU contractual clauses). A copy of the Events & Permanent Trail yearbook is sent to the International Federation of Popular Sports (IVV) who can be contacted at IVV-Headquarters, Fabrikstr. 8, 84503 Altötting, GERMANY or by email [headoffice@ivv-web.org](mailto:headoffice@ivv-web.org).

## **Changes to this privacy policy**

We'll amend this privacy policy from time to time to ensure it remains up to date and reflects how and why we use your personal data and new legal requirements. Please visit our website to keep up to date with any changes. The current version will always posted on our website.

Policy Approved and last updated by the BWF National Committee on 21<sup>st</sup> April, 2018.