



# Outdoor Recreation Network

## Outdoor Recreation Network Privacy Policy

This document describes how we use and process your personal data, hopefully provided in a readable and transparent manner. This policy applies to information held about those who are members, attend our events or sign up for the newsletter. In this policy, “we,” “us,” and “our” means the Outdoor Recreation Network an unincorporated body and “you” means the individual to whom the information relates.

### What we collect

- your name;
- your contact information such as your address, email address and telephone number;
- information related to your attendance of, and interest in events

### For the newsletter

These details are held on our behalf on the secure servers of the commercial service provider MailChimp®, and not on any private computer. MailChimp is a participant in the U.S. Government’s EU/Swiss Privacy Shield Framework, which protects the personal data of all EU and Swiss citizens when transferred to a participating U.S. organisation.

### For events

These details are held on Eventbrite who comply with the EU-U.S. Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of Personal Data (defined in Section 2.1) from European Economic Area (“EEA”) member countries

We take your name, organisation and email from Eventbrite and store on computer only accessed by the secretariat for a maximum of 6 months and this is then transferred to mailchimp where you can easily unsubscribe from, and is subsequently removed from the computer

### How do we use that information?

We may use your information to:

- Process your membership application;
- Process your registration for one of our events;
- Provide you with information related to our work that you have requested or which we feel may be of interest to you. This may include information about events, newsletters, consultations and general updates of our work;
- Contact you where you have been identified as a contact person for an organisation, such as a member;
- Answer your enquiries or seek your views about a service we provide, through voluntary surveys or research;

### Who has access to your information?

We do not sell your information to third parties, nor do we share it with them for marketing purposes.

## **Legal basis for processing**

Our processing of your personal information is necessary:

- for the purposes of legitimate interests pursued by us;
- in order to comply with a legal obligation to which we are subject.

## **Legitimate interests**

Where our processing is based on the legitimate interest grounds described above, those legitimate interests are: (i) collecting personal information to provide you with a smooth and efficient membership experience; (ii) to make sure you receive updated information on Outdoor Recreation Network activities; (iii) to provide the services you have requested; and (iv) for our own marketing and research.

## **Your Rights**

At any time, you have the right:

- to request access to or a copy of any personal data which we hold about you;
- to rectification of your personal data, if you consider that the information we are holding is inaccurate;
- to ask us to delete your personal data, if you consider that we do not have the right to hold it;
- to withdraw consent to our processing of your personal data (to the extent such processing is based on previously obtained consent);
- to restrict processing of your personal data;
- to data portability (moving some of your personal data elsewhere) in certain circumstances;
- to object to your personal data being processed in certain circumstances; and
- to not be subject to a decision based on automated processing and to have safeguards put in place if you are being profiled based on your personal data.

Any request from you for access to or a copy of your personal data must be in writing and we will endeavour to respond within a reasonable period and in any event within one month in compliance with data protection legislation. We will comply with our legal obligations as regards your rights as a data subject.

## **How long will we keep Your information?**

We will only keep the information we collect about you for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject. This will involve us periodically reviewing our files to check that information is accurate, up-to-date and still required.

Where we are permitted to send you direct marketing communications about Outdoor Recreation Network activities we may retain your contact information necessary for this purpose, for as long as you do not unsubscribe from receiving the same from us. If you opt out from marketing, we will retain your information to enable us to respect your wishes to not be contacted for marketing purposes.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Complaints**

Questions, comments and requests regarding this policy are welcomed and should be addressed to [enquiries@outdoorrecreation.org](mailto:enquiries@outdoorrecreation.org)

If you have any concerns about our use of your information, you also have the right (as a UK resident) to make a complaint to the Information Commissioner's Office, which regulates and supervises the use of personal data in the UK, via their helpline on 0303 123 1113.