

Oxford Fieldpaths Society Privacy Notice

Oxford Fieldpaths Society is a charity which protects and improves the rights of way throughout Oxfordshire. The Society also organises a programme of social events for members. This privacy notice explains how we use any personal information we collect about you.

We operate a website at www.ofs.org.uk.

Topics:

- What information we collect about you
- How will we use the information about you
- Marketing
- Access to your information and correction
- Changes to our privacy policy
- How to contact us
- Data Controller and Privacy Responsibility
- Data processing
- Complaints

What information we collect about you

We collect information from you to maintain your membership, to contact you about any social events you elect to attend and to reclaim money from HMRC if you chose to Gift Aid your membership fee.

If you leave comments on our website we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection. Visitor comments may be checked through an automated spam detection service.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service Privacy Policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Use of cookies: If you leave a comment on our site you may opt in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Articles on our website may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

If you choose to have an account on our website then you may request a password reset, in which case your IP address will be included in the reset email.

How will we use the information about you

We will use the information you provide to contact you when necessary to maintain your membership. This will include sending you the annual report, walks programme and newsletter. We may also contact you to remind you your membership fee is due and/or to check you wish to continue as a member.

If you consent to us using Gift Aid to increase your membership fee by claiming back tax from HMRC, then we will also use your details to submit the necessary paperwork to HMRC. You can withdraw consent for this use of your data at any time.

If you decide to go on a social event, your details will be used to send you information about the event. You can withdraw consent for this use at any time but you will be unable to attend the social event.

If you leave a comment on our website, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

Marketing

We do not use your information for marketing.

Access to your information and correction

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 your personal information please contact us - see 'How to contact us'.

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.

If you have an account on our website site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Changes to our privacy policy

We keep our privacy policy under regular review. This policy was last updated on 23rd January 2025.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By email to privacy@ofs.org.uk
- Write to us at Oxford Fieldpaths Society, c/o 13 Stephen Road Oxford OX3 9AY.

Data Controllers and Privacy responsibility

The Data Controllers are the Membership Secretary, the Treasurer and the Website Manager. The executive committee member with responsibility for privacy issues is the Chairman.

Data processing

Your data is processed as follows:

Data	Use	Basis of Collection	Held for:
Member's name, current address, email address, phone number	Providing materials required for membership of the Society	For performance of a contract/ Legal requirement/Legitimate Interests	One year after end of membership
Member's full name, current address, email address, phone number	Claiming Gift Aid from HMRC	Consent of the member/Legitimate Interests	Until the member withdraws consent
Member's full name, current address, email address, phone number	Organising social events	Consent of the member	Until the event is complete or the member withdraws consent
Member's full name	Keeping accounts	Legitimate Interests	Seven years after the membership year or social event

Data is collected by email, paper based forms or electronic forms direct from the subject.

Your electronic data will be held in password protected files on a local computer, on encrypted USB sticks, or in the cloud. Paper files are kept in a locked filing system.

Complaints

If you wish to complain about our use of your personal data you should initially raise the issues with us at privacy@ofs.org.uk. If you do not find our response satisfactory, you may complain to the UK Information Commissioner's Office (ICO) at <https://ico.org.uk/>.