

Norfolk Orienteering Club – Privacy Policy

Norfolk Orienteering Club (NOR) take the protection of the data that we hold about athletes, volunteers, coaches and officials seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with the General Data Protection Regulation (GDPR) effect from 25 May 2018.

Please read this privacy policy carefully to see how NOR will treat the personal information that you provide to us either for the purposes of membership of the club, participation in events or event organization. We will take reasonable care to keep your information secure and to prevent any unauthorised access.

The website is maintained by NOR. For the purposes of data protection legislation, NOR is the data controller. This policy explains how the information we collect about you is used and kept securely as well as your right to access your information under Data Protection Legislation.

The information we collect about you

Norfolk Orienteering Club and its officials may hold some or all of the following data about any members and others who compete in orienteering events: name, postal and email addresses, phone and fax numbers, year of birth, gender, competition age class, competition results, offices held, skills and qualifications, courses attended and details of officiating at competitions. Orienteering-related photographs may also be held. Contact data is held for landowners and other organisations with which we co-operate, their employees, agents and tenants. The data may be held in electronic or paper form. Contact data (name and e-mail address) is also held for people who provide consent to be informed about orienteering events and related activities via our newsletter.

The data may be obtained directly from an individual person or a family member or indirectly from the British Orienteering Federation, other clubs or other organisations.

How we use your information & Legal Basis for processing

We may use your personal information for a number of purposes, including:

For training and competition organisation

- sharing data with club coaches or officials to administer training sessions and organise events;
- publishing of race and competition results including sharing data on websites such as routegadget and splitsbrowser;
- sharing data with club team managers to enter events;
- sharing data with leagues, associations and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club or participation trends.

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For membership and club management

- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- Providing relevant and necessary information via email, text, post to you about club and competition activities;
- website management;
- to deal with requests and enquiries.

The purpose of the club is to encourage and enable participation in orienteering at all levels (including participation of athletes, coaches, officials and supporters). NOR needs this data in order to meet the British Orienteering regulations and insurance requirements when holding events and, if you are a member, to provide the membership services you are signing up to when you register with British Orienteering and the club. Therefore, we will process it on the basis of legitimate interest of administering your involvement in the sport of orienteering to ensure the sport is running itself efficiently, with the minimum of bureaucracy and volunteer time. If you are not a member, you consent to the data being held when you register for an event or sign up for our mailing list.

Data may be distributed in paper or electronic form between club officers, competitors, event officials and orienteering organisations. Publication of personal data in paper form may occur in membership and contact lists, magazines, competition information and results and other literature. Publication on publicly accessible orienteering-related websites such as Routegadget and splitsbrowser, may include name, age class and club in competition results; names with offices and photographs may be published, but addresses, contact numbers and personal background details will be published only with the explicit consent of the person. General orienteering photographs may also be published on the same websites and club social media sites; in the absence of any objection, agreement to this will be assumed.

Protecting your information

The data that we collect from you may be transferred to a destination external to the club. 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. We use up-to-date industry procedures to protect your personal information.

Other than for the purposes of establishing or maintaining membership of or support for Norfolk Orienteering Club and the sport of orienteering, or providing or administering activities for individuals who are either members of Norfolk Orienteering Club or who have regular contact with it, Norfolk Orienteering Club will not disclose personal data to any third party without the data subject's prior consent. Norfolk Orienteering Club will not make any data available for commercial purposes.

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We use a third-party provider, mailchimp, to deliver our regular communications. You may opt out of these communications at any time by clicking on a link in the communication. We gather statistics around email opening and clicks using industry standard technologies including clear images to help us monitor and improve our e-newsletter.

Our website may, from time to time, contain links to and from the websites of other orienteering and related organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Finding out what information NOR holds about you and Your Rights

You have the following rights under data protection legislation:

- to access a copy of the information comprised in your personal data
- to object to processing of your personal data that is likely to cause or is causing damage or distress
- to prevent processing for direct marketing
- to object to decisions being taken by automated means
- in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed
- to claim compensation for damages caused by a breach of data protection legislation

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 Club's Data Protection Officer via our website www.norfolkoc.co.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

Norfolk Orienteering Club will retain membership data for a period of four years from the date of the final reminder or notification that a member is not planning to renew their membership.

Competition entry information will be retained for the period required by the British Orienteering Event insurers.

Event results published on the website may remain in place indefinitely.

Information relating to medical conditions which may be submitted for training purposes or at events will not be stored electronically and will be securely destroyed after the event.

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Complaints and contacts

If you do not wish to receive mailings (by email, post or other means) or other non-administrative communications from Norfolk Orienteering Club, or you do not wish photographs of yourself or your children to be published, or you believe that the data held by Norfolk Orienteering Club about you is incorrect, please contact the Norfolk Orienteering Club Data Protection Officer via the website. Currently this is Trevor Nelson.

If you have any concerns or complaints in relation to how the club collects and/or processes your personal data, you should contact our data protection officer in the first instance. Please use the same details to contact us with regard anything included in the Privacy Policy.

If you are dissatisfied with how your concern/complaint is dealt with by the club, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk).

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.