

NORFOLK ORIENTEERING CLUB

Data Privacy Policy

The Data Protection Act 1998 imposes rules and safeguards on those who hold and process personal data, i.e. data relating to living identifiable individuals. Details of usage must be notified to the UK Information Commissioner, with some exceptions, which include not-for-profit organisations whose usage is restricted to specified purposes. Norfolk Orienteering Club is exempt from notification, but the principles setting out rules and safeguards do apply. In the interests of being open and fair, the club wishes to inform members and prospective members of the data held and how it is used.

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, 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.

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.

The data is used for administrative purposes in organising the sport of orienteering and for social purposes, including, but not limited to, distribution of magazines and other literature, publication of competition entries and results, coaching, team selection, training and appointment of officials.

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 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.

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.

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

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.

Approved by the committee on 13th May 2015