



Wrekin Orienteers

Data Privacy Policy (V2.Draft2 – 21/08/22)

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INTRODUCTION

Wrekin Orienteers (the Club) is an Amateur Orienteering Club controlled by a committee elected by the Club Membership who manage the Club's best interests on a day to day basis. We are a member club within British Orienteering (BOF), and an associate of the West Midlands Orienteering Association.

For the purposes of Data Protection legislation, the Club is the data controller.

The Club is committed to protecting members' and competitors' privacy and processing personal data in accordance with the Data Protection Act (DPA, 1998) and the General Data Protection Regulation (GDPR, 2018). This policy explains how the information the Club collects about members is used and kept securely. It also explains members' right to access their information under Data Protection Legislation.

The Club collects personal information in two contexts: information about its members, and information about participants in its events.

THE INFORMATION WE COLLECT ABOUT MEMBERS

We may collect the following information about you through BOF or directly from each member:

- Name
- Email address(es)
- Postal address
- Year of birth
- Sex
- Telephone Number(s)
- BOF membership number
- E-Card (SI, Emit) number(s)

How We Use Your Information

We may use your personal information for a number of club related legitimate interest purposes, including:

- To deal with your requests and enquiries.
- To notify you about Club General Meetings, training activities, events, volunteering opportunities, championships, subscriptions, and when feedback is considered necessary.
- To collate Club Championship details.
- To submit entries for inter-club competitions, e.g. Compass Sport Trophy, Laurie Bradley Trophy

We will process your personal data based on the following club related legitimate interests and will only share what is needed for the purposes listed below and, where possible, will anonymise the data before sharing:

- To submit voluntary registration information for Club coaching courses, other Club qualifications and any necessary related mandated DBS clearance.
- To the Club Committee, and occasionally other club members, for Club related business, such as entry into competitions or for volunteering.

The Club may also share your personal information with the police and other law enforcement agencies for the legitimate purposes of crime prevention or detection. If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that the Club is legally obliged to disclose it. This will be done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

Protecting Your Information

The data that we collect from you is held on the Club Membership Database (MS Access) held on our Club Membership Secretary's personal computer that is password protected and not shared with any other person. Backups are stored on a WD external hard drive which is solely used, controlled and secured by the Club Membership Secretary.

THE INFORMATION WE COLLECT ABOUT PARTICIPANTS AND HOW WE USE IT

Anyone entering one of our events is required to provide certain information as a condition of entry. As such, this data is provided voluntarily by the individual.

This information falls into the following categories: information used to produce event results, and information used for the smooth running of the event, including the safety of participants. We may request any or all of the following (any that are optional will be indicated as such on the relevant entry forms):

- * Name
- * Age group
- * Sex
- * Name of Orienteering Club the participant belongs to or is representing
- * Course entered
- SI Card number
- Registration number of the car the participant is travelling to the event in
- Whether the participant travelled alone
- Contact telephone number (for the participant)
- Name and telephone number for emergency contact (e.g. next of kin)
- Details of any medical conditions which should be made known to medical practitioners in the event of treatment being required (may be provided under seal)

The items marked “*” above will be included in the event results which will be published on our web site and will remain public indefinitely.

The remaining items will be destroyed as soon as practicable after the safe conclusion of the event, and certainly within 30 days.

In the case of an event where pre-entries are made via a third-party entry system (e.g. Fabian4, SI Entries, RaceSignup etc), additional information such as email address may be required in order to administer the entry process and is subject to the Data Protection policies of the specific entry system provider.

MAILING LIST

We invite non-members to join an email list in order to receive updates about our events. In order to join, you must provide an email address and your name. You may unsubscribe at any time. Note that this service is outsourced and the Data Protection policies of the service provider will apply.

FINDING OUT WHAT INFORMATION THE CLUB HOLDS ABOUT YOU

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 (DPO) via the committee. 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

Any data that we collect from you will be deleted in accordance with timescales set out below:

Type of Data	When Deleted
Club Membership Data	7 years after the end of Membership
Club Accounts History	10 years after end of accounting year
Club Database Backups	Old backups discarded every 2 months