

DATA PROTECTION POLICY





Looking after
everyone's data.

WHAT WE COLLECT

1. Quantock Orienteers will collect certain information about you which may include your name, year of birth, gender, British Orienteering Federation (BOF) membership number, email address, postal address, telephone numbers and membership status (full or contact). This is membership data and it is used for the purposes of registering you as a member of the Club, administering your involvement in the sport and communicating with you.
2. Additional data may be collected by the Club, including that drawn from the BOF data base, of coaching or officiating licenses, qualifications members may hold or courses attended.

SENSITIVE DATA

3. The club does not hold any sensitive data, as defined by GDPR, other than:
 -  Voluntarily declared health information provided on registration forms for the purpose of responding to health interests, should an accident or incident take place
 -  Data related to a safeguarding issue should an incident arise.

WHO HAS ACCESS TO THE DATA

4. The Club Chairman, Treasurer, Membership Secretary and Club Fixtures Secretary have access to BOF's on-line data base of QO club members and their qualifications.
5. Any other club official may temporarily be given access to data needed to fulfil their role.

WHO WE SHARE DATA WITH

6. We may share aspects of your membership data with orienteering partners such as:
 - Fabian4, Splitsbrowser, SportIdent and Routegadget – for event entry and results publication
 - British Orienteering Federation – for insurance and membership purposes
 - South-West Orienteering Association and other orienteering clubs – for event entry and results publication and membership purposes
7. The data will not be available for commercial purposes.
8. 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 web sites 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.

HOW THE DATA IS STORED

9. We will take all reasonable steps to ensure that your data is treated securely.
10. The data may be held in electronic or paper form.
11. Club membership details are held in the form of an Access database and are password protected.
12. All other data will be either password protected or kept behind lock and key.

HOW LONG DATA IS STORED

13. The club will retain membership data for a period of up to 5 years from the date of the final reminder or notification that a member is not planning to renew their membership.
14. To meet British Orienteering insurance requirements, details of non-members who take part in an event will be stored by the club for 5 years.
15. To meet British Orienteering insurance requirements, details of event volunteers will be stored by the club for 5 years (or until 5 years after the youngest participant turns 18).
16. Officers will delete personal data they hold in order to carry out their role when their term of office expires.
17. Any data sent to club officials when organising events is done so with the instruction to delete after use.

EMAILS AND MAILING LISTS

18. The mailing lists are managed on Mailerlite. You can read their Privacy Policy at <https://www.mailerlite.com/legal/privacy-policy>
19. They are sent for the following purposes:
 - 👉 Membership updates
 - 👉 Event publicity
 - 👉 Results announcements
 - 👉 General notices of orienteering-related things

ACCESSING, CHECKING AND UPDATING YOUR DATA

20. You may ask to see what information we hold about you, and ask us to update it, by emailing the Secretary.
21. We will make every effort to accommodate you within a sensible timeframe, bearing in mind that all club officials are volunteers. However, if the data pertains to a safeguarding matter, we will be limited in what we can disclose until the matter is settled.
22. If you do not wish to receive mailings (by email, post or other means) or other non-administrative communications from Quantock Orienteers, email the Secretary.

MODIFIERS FOR UNDER-18S

23. Where a time limit is stated above, for those under 18 at the time that starts on their 18th birthday. This is so that evidence can be provided if a claim or allegation is made.