

Southampton Orienteering Club - Privacy Statement

Introduction

This privacy statement explains how we collect and use your data and what actions you can take if you would like to change the way in which your data is being used.

Who we are

Southampton Orienteering Club (SOC) is an unincorporated club which exists to promote the sport of orienteering in the South Hampshire area. Under its Constitution SOC has elected Officers (Chairman, Secretary and Treasurer) and an elected Committee. Together the Officers and Committee run the club, though certain tasks are delegated to members who are not either Officers or Committee members.

Membership of SOC is open to anyone. There are various categories of membership.

How we gather information

Data is collected from various sources, principally the following:

- British Orienteering (who process most memberships and renewals)
- Companies contracted to supply services to us (such as Fabian 4 and EMIT)
- Members who supply data to us
- Non-members who enter events we organise or who ask to be put on our mailing list

What we do with your data

The personal details we hold will be used only by SOC, its Officers, Committee members and those tasked with specific responsibility for certain tasks (e.g. Membership Secretary, Team Captain, Event Officials).

We use external contractors for certain functions (e.g. entries, results and email management) and need to share data with them.

Certain elements of personal data (name, gender, age class and club) will appear on start lists and results published by SOC and our contractors.

We use email addresses to promote our events. An unsubscribe option is available.

Competitors may be invited to leave confidential medical notes (medical data) with an event organiser. Medical data will only be shared with those providing emergency medical assistance to the competitor concerned.

Members will not have access to data held for other members unless specific permission is given. It is recognised that this could lead to problems (e.g. with car sharing) so it is intended that members should be invited to tell the Membership Secretary that their data may be shared with other members through the members area on the club website. However implementation of this will require an upgrade to the website so, in the meantime, any member wishing to contact another member may inform the Membership Secretary accordingly and the Membership Secretary will ask for permission to release the data requested.

Protecting your data

Anyone given access to your data (including contractors) will be required to keep the data secure, use it only for the purpose for which it was provided and not pass it to anyone else.

SOC will not share your data with anyone not specified in this Statement unless required to do so by law.

How long we keep your data

Medical data will be destroyed immediately following the event to which it relates.

Event entry data will be retained for five years as required by our public liability insurance.

Otherwise we may keep your data indefinitely unless you ask us to delete it.

Our responsibilities

The law requires us to tell you the legal basis upon which we process your data.

Many activities are carried out to fulfil an agreement with you (e.g. if you enter an event which we organise).

In other cases the law allows us to process your data if it is in our legitimate interest to do so. We may only do so if we can demonstrate a legitimate need and so long as your interests are not harmed or your fundamental rights and freedoms over ridden. In practical terms we will endeavour to ensure that no damage is caused by processing your data, the processing is not over intrusive and it is carried out in accordance with this Statement.

Your rights

You have a variety of rights about the way we process your data:

- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data we hold about you.

- You may change or stop the way in which we communicate with you or process your data and, provided it is not required for the purpose you provided it, then we will do so.
- If you are not satisfied with the way we have processed your data, you can complain to the Office of the Information Commissioner.

Contact us

We can be contacted through the Contact button on the club website.