

## **Moravian Orienteers - Privacy Statement**

Moravian orienteers are a registered orienteering club with the British Orienteering Federation (BOF) and the Scottish Orienteering Association (SOA).

### **What data we collect**

In becoming a member of BOF and/or SOA, BOF or SOA will collect certain information about you which will include your name, year of birth, gender, membership number, email address, address, telephone number, name of the BOF/SOA affiliated club that you are a member of (Moravian Orienteers in this case), details of any coaching or officiating licenses you hold and results.

Relevant and approved Moravian officials will hold copies of your BOF and/or SOA membership data, and will collect event entry data, both on-line and through entry slips, which will include your name, age category and emergency contact details. Moravian officials may request to collect and hold personal qualifications not registered with BOF and/or SOA, including first aid qualifications and personal data for PVG clearances; these will only be held with an individual's permission.

### **Why we will collect it**

BOF and/or SOA collect and process your Membership Data for the purposes of registering you as a member of BOF/SOA and administering your involvement in the sport and as a member of Moravian Orienteers. They will process it based on legitimate interests. The legitimate interests are the interests of registering you as a member and to administer the sport. They will only use your Membership Data for the purposes of registering and administering your involvement in the sport.

Moravian orienteers use that data to let you know about Club news and events, to enable Moravian to organise and run events, and to enable Moravian to administer and manage the Club for orienteering, including trending and statistical analysis of its membership.

### **How long we will keep it**

<b>Type of data</b>	<b>When deleted</b>
Membership Data	BOF/SOA will retain your Membership Data, including relevant orienteering qualifications and experience, for such time as you are a member registered with them. They will delete it four years after an individual has not played an active part in the sport. Moravian will delete copies of BOF/SOA membership data extending back beyond four years.
On-line entry information	This information is held by SiEntries or Fabian4 under their own GDPR policies.
Entry slips at events.	This information destroyed (entry slips) will be destroyed a maximum of 2 years after

Type of data	When deleted
	the event, but normally once event has finished safely and results are compiled.
First Aid Qualifications.	This information will be deleted when an individual is no longer a member of Moravian Orienteers.
PVG Clearances.	This information will be deleted when an individual is no longer a member of Moravian Orienteers.

## Your Rights

You have the following rights under data protection legislation to:

1. Access a copy of the information comprised in your personal data;
2. Object to processing of your personal data that is likely to cause or is causing damage or distress;
3. Prevent processing for direct marketing;
4. Object to decisions being taken by automated means;
5. Have inaccurate personal data rectified, blocked, erased or destroyed in certain circumstances; and
6. Claim compensation for damages caused by a breach of data protection legislation.

## Sharing Your Data

BOF and/or SOA may share your Membership Data with partners, such as Fabian4 and Si Entries, other Home Country Orienteering Organisations, Regional Associations, and third-party data managers that we appoint as data processors as part of administering your involvement in sport. We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing. We will also not share any other personal data you provide to us that is not Membership Data.

## Privacy Policy

All the personal data we collect from you will be collected, stored and processed in accordance with the terms of Moravian Orienteers privacy policy which is detailed at Appendix A.

## Complaints

If you have any concerns or complaints in relation to how BOF collects and/or processes your personal data, you should contact BOF's data protection officer in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by BOF, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

## **Moravian Orienteers - Privacy Policy**

Moravian orienteers hold personal data and information for Orienteering Club matters only. It is held and used only by relevant committee and event official members.

### **The information We Collect About You And How We Use It**

<b>Type of Data</b>	<b>Who Provides</b>	<b>What We Use It For</b>
Personal Data provided through Association membership portals, including your personal Si Dibber and EMIT brikkes numbers.	Individuals through BOF for BOF members; Si Entries for SOA only members.	<ul style="list-style-type: none"> <li>• Ensuring we can contact people for orienteering relevant matters.</li> <li>• Establishing results, league table databases and creating relay teams, including ensuring people are in the correct 'class'.</li> <li>• Understanding orienteering relevant qualifications.</li> <li>• Trending and statistical analysis of membership.</li> <li>• Contacting members reference news, events and activities.</li> <li>• Providing relevant and necessary information via email, text, post to you about the following: <ul style="list-style-type: none"> <li>○ Changes to rules and regulation.</li> <li>○ Updates to advice and guidance relating to specific issues within orienteering.</li> <li>○ Information relating to coach and officiating licenses, volunteer positions, courses, CPD events and qualifications.</li> </ul> </li> </ul>
Personal Qualifications not registered with BOF or SOA.	Individuals direct to the club.	<ul style="list-style-type: none"> <li>• Establishing who is prepared to offer First Aid cover at events.</li> <li>• Establishing who has appropriate PVG clearances when appropriate – this information may then need passing to SOA.</li> </ul>
Entry Slips at events.	Individual.	<ul style="list-style-type: none"> <li>• Ensure entry information is entered correctly.</li> <li>• Ensure appropriate contact information is available in case of missing/lost competitor or another emergency.</li> <li>• Destroyed once event has finished safely and results are correctly compiled.</li> </ul>

Type of Data	Who Provides	What We Use It For
Online Entry Information.	Individual.	<ul style="list-style-type: none"> <li>• Communicate with entries pre and post event.</li> <li>• Compile entry lists and start times.</li> <li>• Compile Results.</li> </ul>

Where you have opted in to additional communications with BOF/SOA, BOF/SOA will process your Member Data based on consent. If you become a registered member with BOF and SOA, they will share your Membership Data as part of the administration of your involvement in the sport with the following:

- Selected and approved members of Moravian Orienteers.
- Si entries and Fabian4 to check membership validation at point of entry to orienteering events.
- Third party data managers who support BOF in managing the sport.

Moravian will use that data to send you news and updates about the Club, via its weekly Club newsletter. We will give you the opportunity to opt-out at any time. Moravian will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If Moravian would like to share your information for any other purpose, we will ask for your consent.

Moravian may also share your personal information with the police and other law enforcement agencies for the 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 Moravian is legally obliged to disclose it. This is 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 Moravian collects from you may be stored and processed by Club Committee Members. By submitting your personal data, you agree to this storing and processing. Moravian 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.

### **Surveys**

Moravian regularly carries out surveys using a third-party provider, Survey Monkey ([www.surveymonkey.com](http://www.surveymonkey.com)). By completing these surveys, Moravian will assume your consent to do so. In each survey, we will clearly tell you what data we are collecting. We do not link any other information about your browsing activity with the survey data, which is stored separately.

## **Finding Out What Information BOF 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 BOF's Data Protection Officer:

Data Protection Officer  
British Orienteering Federation  
Scholes Mill,  
Old Coach Road,  
Tansley,  
Matlock,  
DE4 5FY

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.

## **Moravian Contact**

Should you have any questions or concerns regarding GDPR, please contact the Moravian Orienteers Membership Secretary, who acts as the GDPR lead for our Club.