

## Lincoln Orienteering Group Privacy Policy

Lincoln Orienteering Group take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

### Data Collection and Use – Club Administration

GDPR gives allows processing of data for under a number of categories. In the case of membership information, we believe that you have provided us with this information voluntarily to enable us to run the club efficiently for your benefit.

LOG receives data about you from British Orienteering Federation (BOF) when you join as a member. This comprises your name, address, email address and age class.

We use the membership data

- to process any application for membership
- to send you any of the following in accordance with your wishes
  - notices of our events or activities, AGM or other meetings for members
  - invitations to social events
  - newsletters or other news about us
- for the general efficient administration and management of the club, including
  - to arrange events or activities, meetings of the committee, any subcommittees or any squad, or any social events
- to publicise your involvement with the club in our newsletters, email, on our website or on our social media

If you cease to be a member, we will not retain your membership details for longer than 2 years.

We do not retain any data defined as sensitive under the GPRD. This would include data about race or ethnic origin, criminal convictions or health information.

We do not collect data from visitors to our website or social media, nor do we do use cookies on our website.

Your data will not be used for any other purpose nor shared with anyone else without your specific prior approval.

We will not transfer, disclose, sell, distribute or lease your personal information to any third parties unless required to do so by law or for fraud prevention purposes.

### Data Collection and Use – Club Events

We collect data about attendance and participation at orienteering events run by the club. This used to process entries and results, contribute to club, regional and national leagues and ensure safe running of the event. The data may come

- directly from those participating in the event
- from Event Entry organisations (such as Fabian) to whom you have provided the information to enter a LOG event
- Sport Ident (SI) which provides a file linking your name, club, age classification and dibber numbers.

Data collected comprises name, club, gender/age group, dibber number, event results, name and contact details of participants and volunteers.

Event results may be published online on sites such as the club website, Facebook page or twitter account, or in the club newsletter.

Event results and participation data may be shared with BOF, EMOA and other clubs or groups. This is used to allow the compilation of rankings and leagues or administer inter-club fixtures. These may be published and show your name, gender/age group, club, results and position.

LOG is responsible only for publication of LOG club results, ranking and Leagues, not the publication of other Leagues or rankings. You can ask these organisations for their privacy policies.

Recording and retaining participation data is a requirement of BOF's insurance policy and at an aggregated level for administration of national and regional levies.

#### Other data

We also collect data about attendance on courses and qualifications relevant to orienteering, where you have provided those to us, attended an event run through the club or where provided by BOF. Examples of these would be event safety courses, coaching badges, first aid qualifications. We use these to plan, organise and run activities and events. They also contribute to aspects of the Club Mark qualification.

#### Photography

Club officials may take photographs to promote future events or activities, to share in newsletters or on social media.

There will be a notice at the event indicating photographs are being taken officially and who is taking photographs events for the club. Note, in line with BOF O-Safe policy, there is no outright ban on individuals taking photographs at events.

You have the right to request a copy of any images taken by the club official photographer where you are the main focus of the image. The contact for this will be advertised at the event. Alternatively you can contact the club Publicity Officer ([publicity@logonline.org.uk](mailto:publicity@logonline.org.uk))

Permission will be sought, prior to use, of an individual's photograph in promotional material or newsletters. This may be sort as a one-off request covering multiple publications for a period of time. None-the-less, you have the right to withdraw this permission at any time.

You have a right to request any images of you posted on the club's website or social media accounts are removed – your 'right to be forgotten'. To do this you should contact the club's Publicity Officer ([publicity@logonline.org.uk](mailto:publicity@logonline.org.uk))

#### Data Security

Data is held on Officers' computers and on paper files and Event related data is held on the Club's laptops. There are also photographs held on the club's Drop-Box account.

To prevent unauthorised access or disclosure we have suitable procedures to safeguard and secure the information we retain.

#### Your Rights to Your Data

You may request details of what data we hold about you at any time. You have a legal right to this information.

You are also entitled to request that any information be amended or deleted. Deletion of some data may not be possible if you wish to remain a member of the club or to participate in events. The 'right to be forgotten' may not extend to selectively deleting performances you would rather forget !

If you would like a copy of the information held about you or wish us to amend or delete any of it, please contact the Secretary ([Secretary@logonline.org.uk](mailto:Secretary@logonline.org.uk)). We will correct or update any information as soon as possible, and always in less than one month.

If you do not wish to receive particular types of information from the club, please advise the Club Official who sent you the data and copy the Club Secretary ([Secretary@logonline.org.uk](mailto:Secretary@logonline.org.uk))

If your details change, please advise both LOG and BOF as both databases will need to be updated.