

Privacy Statement February 2023

Who we are

Leicestershire Orienteering Club (LEI) (charity registration number CH10079). We are affiliated to the East Midlands Orienteering Association (EMOA) and the British Orienteering Federation (BOF).

As a Club, we hold certain personal information (known as “personal data”) about the club members and, participants of club organised events. Most of the data held and processed by the Club in running the Club will be personal data (in other words, it is information from which you as an individual can be identified).

What information we collect about you

In becoming a member of LEI or attending LEI organised events/ activities, we may hold some or all of the following information about you:

- your name and date of birth/age group
- your address
- your gender
- your email address
- your BOF membership number
- your car registration number
- your start/ race times/ courses
- your doctors name and address
- your medical conditions/ medication
- Phone number (s)
- E-card number
- Next of kin

If you make use of our Permanent orienteering courses (including the Virtual Orienteering Courses) through the British Orienteering portal we will hold your name and email address and the locations of the maps you downloaded.

We retain photographs of club members and we will seek their approval to use the images for the Club's publicity material. For images in the public domain, taken by official photographers at orienteering events, we may use such images for the Club's newsletter.

For Club award presentations we may use images taken by the official photographer. Whenever images feature junior members, we will always seek approval from the member and a parent before the images are used in the Club's newsletter. Club Members are always welcome to submit images of themselves for use in the Club's newsletter.

How we use that information

The Club has a legitimate interest in holding and processing the above information about you as it is needed for us to properly administer the club and events we organise including the levy due to BOF & EMOA as a result of the events and activities we hold.. We will not collect any personal data from you that we do not need.

Personal data relating to the Club membership and event participation is held on paper and on computer systems. As the “data controller”, the Club must process this information fairly and lawfully.

We will use this occasionally to send updates to the course availability and changes affecting your usage of the maps. We may ask you about your experiences using the maps in order to improve the quality of the courses you download.

If you download maps for your school we will email you occasionally with details of support for schools to undertake orienteering.

Who we share it with

We are not allowed to disclose personal data about you to other parties except:

- for the purposes of registering and administering your involvement in the sport
- where you have given your consent.

In the administering of the sport we may share your data with other clubs and organisations involved in event entries (eg Fabian4 and Si Entries, the startkite) and also participation and results data with BOF and EMOA.

How long we keep personal data for

We will retain your membership data for such time as you are a member registered with LEI and BOF and will then delete your information as follows

- Four years after the individual has ceased to be a member of the club
- We will remove the data four years after your last download of a map.

Your rights

You have the right to see personal data that is held about you and a right to have a copy provided to you, or someone else on your behalf, in a machine readable (namely, digital) format.

If at any point you believe that the personal data we hold about you is inaccurate/wrong, you can ask to have it corrected.

You can require the Club to restrict/limit the processing of your personal data in certain circumstances, for example, whilst a complaint about its accuracy is being resolved.

You can object to your personal data being processed,

Where you have given us your consent to processing your personal data, you can withdraw that consent at any time by notifying us (see “Who to contact” below

You can request that your personal data is deleted altogether

You should be aware that taking any of the above steps could impact your ability to participate in the sport and club activities.

Information will generally be provided to you free of charge.

Who to contact about your personal data

If you wish to:

- see your personal data or to exercise any of the rights mentioned above
- make a complaint about how we have handled your personal data

please contact the Club Secretary or Club Chairman by email (emails available on the club website. (www.leioc.org.uk))

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: **0303 123 1113**. (www.ico.org.uk)

Updates to this notice

This notice is the latest version as at 13/02/2023 This notice will be updated from time to time. You will be able to see the latest version at www.leioc.org.uk