

INVERNESS ORIENTEERING CLUB (“InvOC”) respects the privacy of all of our members and non-members and contacts and their data. We will only collect and use personal data of members and non-members and contacts in ways that are described here, and in ways that are consistent with the law.

1. **Information About InvOC**

InvOC is an orienteering club registered with both British Orienteering Federation (“BOF”) and Scottish Orienteering Association (“SOA”). Our Data Protection lead is our President, who can be contacted at email address: president@invocmail.org.uk

2. **What Does This Notice Cover?**

This Notice explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. **What is Personal Data?**

Personal Data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’. In simpler terms, personal data is any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers. The personal data which we use is set out in Part 5, below.

4. **What Are Your Rights?**

Under the GDPR, you have a number of rights, including the rights (a) to be informed about our collection and use of your personal data, (b) to access the personal data we hold about you, (c) to have your personal data rectified if any of it held by us is inaccurate or incomplete, (d) to be forgotten, i.e. the right to ask us to delete or dispose of any of your personal data we hold, (e) to restrict (i.e. prevent) the processing of your personal data, and (f) to object to us using your personal data for a particular purpose or purposes.

Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau. If you have any cause for complaint about our use of your personal data, you have the right to complain to the Information Commissioner’s Office.

5. **What Personal Data Does InvOC Collect?**

InvOC may collect some or all of the following personal data from you personally, or from information you have supplied to the third parties listed below, or by means of entry-on-the-day forms we ask you to complete at our events and activities where you have not pre-registered, and the information obtained may include your:

- Name, postal address and email address;
- Date of birth, gender and age category;
- Telephone number, including home and/or mobile number;
- Emergency contact details and relevant health conditions;
- Orienteering club membership;
- BOF/SOA membership number;
- Si card number and/or Emit brikke number;

- Coaching and First Aid qualifications;
- PVG clearance details.

Please note that BOF and SOA collect and process certain information about you when you join them – and us. This is for the purpose of registering you as a member of BOF/SOA and InvOC and for administering your involvement in the sport of orienteering. That information is passed by BOF/SOA to InvOC and we use that data for the purposes set out in Part 6.

We also collect and hold contact details for landowners and tenants of local areas where we organise orienteering events and activities, and other organisations with which we interact.

Personal data may also be obtained by us from other third parties such as SiEntries Limited and Fabian4/Fabian Computers Limited in connection with online entries you make to events.

6. **How Does InvOC Use Your Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. In the most usual case this will be because the data is necessary for:

- Our administering your membership of InvOC and your participation in InvOC organised events and activities, both social and sporting;
- Our seeking event officials and volunteers and making arrangements to organise orienteering events and activities;
- Our statistical analysis of our membership;
- Our keeping you informed of InvOC news and orienteering related matters by email. You are entitled to opt out of receiving our communications at any time by contacting us;
- Our recording and publishing the results of InvOC's events, collating and publishing club leagues and celebrating the history of and achievements in our sport. (We publish results from our events on our website and in the local press and pass these to BOF. Such information shall not include the publication of addresses or contact details or personal background without your informed consent);
- Our using photographs taken at orienteering events on our website and in our promotional materials, subject to InvOC's policy on photography.

Data may be distributed in paper or electronic form between appropriate InvOC committee members and event officials and orienteering organisations for these purposes only. If your data is provided by us for a specific purpose to an appropriate InvOC member, that member will be instructed to destroy your information once the purpose has been completed.

InvOC may also require to share certain personal data with third parties, including SOA and BOF.

7. **How Long Will InvOC Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. We may use your data to contact you for a period of up to one year after your membership ceases with us or when you last participated in an event or activity organised by us. After this time we will retain your data on our database for insurance and event recording purposes only – no other processing of your data will take place after this time. You should note that so far as BOF, SOA, SiEntries Limited and Fabian Computers Limited may hold your personal data, they do so subject to the GDPR and their own data protection policies.

8. **How and Where Does InvOC Store or Transfer Your Personal Data?**

We will only store your personal data within our local systems. InvOC is committed to keeping your personal data safe and we have secure procedures in place to do so. We will train InvOC members responsible for data processing, retention and transfer in procedures to ensure your data is treated safely and securely.

9. Does InvOC Share Your Personal Data?

If any of your personal data is required by a third party, as described above, and is required as part of your InvOC membership, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 8. Your data will not be sold or passed on by us to other parties for commercial purposes.

10. How Can You Access Your Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it. This is known as a "Subject Access Request". All Subject Access Requests should be made in writing and sent to the email address shown in Part 11. We will aim to respond to your Subject Access Request within 28 days of receiving it.

11. How Do You Contact InvOC?

To contact us about anything to do with your personal data and data protection, including to make a Subject Access Request, please email membership "at" invoc.org.uk, marked for the attention of our Data Protection lead.

12. Changes to this Data Protection Notice

We may change this Data Protection Notice from time to time. This may be necessary, for example, if the law changes, or if we change our systems in a way that affects personal data protection. Any changes will be notified via our website.