

# DFOK Data Privacy Statement, 2024

Introduction:

Dartford Orienteers ("we," "our," or "us") is committed to protecting the privacy and security of personal information in accordance with the Data Protection Act 2018, the UK's implementation of the General Data Protection Regulation, and associated UK data privacy and data protection legislation.

As a not-for-profit organisation whose processing is restricted to specific purposes, we are exempt from notification to the UK Information Commissioner but the principles setting out rules and safeguards still apply.

The purposes for which we process personal data are:

- establishing or maintaining membership;
- supporting a not-for-profit body or association; or
- providing or administering activities for either our members or those who have contact with us.

According to the Data Protection Principles specified in the legislation we must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

This Data Privacy Policy informs members, prospective members and participants in our events of the principles and practices we follow when collecting, processing, and safeguarding your personal information; what data we hold; how we use it; and what rights you have around your personal data.

## 1. Information We Collect:

We may collect and process the following types of personal information:

- Contact details (name, postal address, email address, phone number)

- Year of birth
- Competition age class
- Competition results
- Offices held
- Skills and qualifications
- Courses attended
- Details of officiating at competitions
- Membership information (membership dates)

Contact data is held about landowners and other organisations with whom we co-operate, their employees, agents and tenants. The data may be held in electronic or paper form.

The data we hold may have been obtained directly from an individual, a family member, indirectly from the British Orienteering Federation, other orienteering clubs or from other organisations.

## 2. How We Use Your Information:

We use your personal information for the following purposes:

- Membership administration
- Organising the sport of orienteering
- Communication regarding club activities, events, and updates
- Emergency contact in case of an incident
- Social purposes including, but not limited to, promotional materials on our website, social media, or other marketing channels (with explicit consent)
- Distribution of orienteering magazines and other literature
- Publication of competition entries and results
- Coaching
- Team selection
- Training
- Appointment of officials
- Compliance with legal obligations

## 3. Legal Basis for Processing:

We process personal information on the following legal bases:

- Contractual necessity for membership administration
- Legitimate interests for communication and promotional activities
- Consent for the use of orienteering-related photographs and videos

#### 4. Data Security:

We implement appropriate technical and organisational measures to protect your personal information from unauthorised access, disclosure, alteration, and destruction. Access to personal information is restricted to authorised personnel only.

#### 5. Sharing Personal Information:

We may share your personal information with:

- Club officials and coaches for administrative and coaching purposes
- Emergency services in case of an incident
- Regulatory bodies as required by law

Data may be distributed in paper or electronic form between members, competitors, event officials and orienteering organisations. Publication of personal data in paper form may occur in membership and contact lists, magazines, competition information and results and other literature. Publication on publicly accessible orienteering-related websites may include name, age class and club in competition results; names with offices and photographs may be published, but addresses, contact numbers and personal background details will be published only with the explicit consent of the person. General orienteering photographs may also be published on the same websites; in the absence of any objection, agreement to this will be assumed.

#### 6. Retention of Personal Information:

We retain personal information for as long as necessary to fulfil the purposes outlined in this policy, and in accordance with legal and regulatory requirements. We will retain membership data for a period of one year from the date of notification that a member is not planning to renew their membership.

#### 7. Your Rights:

You have the right to:

- Access your personal information
- Rectify inaccuracies
- Erase personal information
- Restrict processing
- Object to processing
- Data portability

To exercise these rights or for any inquiries regarding your personal information, please contact us.

If you do not wish to receive mailings (by email, post or other means) or other non-administrative communications from us, or you do not wish photographs of yourself or your children to be published, or you believe that the data held by us about you is incorrect, please contact us.

#### 8. Commercial Usage statement:

We will not make any data available for commercial purposes.

#### 9. Changes to this Policy:

We may update this Data Privacy Policy from time to time to reflect changes in legal or regulatory requirements. Any changes will be posted on our website, and we encourage you to review this policy periodically.

By engaging with Dartford Orienteers, you agree to the terms outlined in this Data Privacy Policy.

Dartford Orienteers

8th April 2024