

# Kingdom of Fife Orienteers

## PRIVACY NOTICE

**This document is based on a template supplied to clubs by sportscotland via the Scottish Orienteering Association. It is a statement made by Kingdom of Fife Orienteers in order to comply with GDPR (May 2018).**

### **1. What we need**

Kingdom of Fife Orienteers (also referred to as “the club” and “we” in this document) exists to encourage and promote participation in the sport of orienteering based on Fife, under the auspices of the Scottish Orienteering Association (SOA) and British Orienteering (BO). The club is open to anyone who participates or is interested in participating in orienteering on payment of the appropriate membership fee. A management committee is appointed at the club’s annual general meeting. Kingdom of Fife Orienteers will be a “controller” of the personal information that you provide to us.

#### ***Members’ personal data:***

When you register as a member of Kingdom of Fife Orienteers or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16), this will be done either via SOA or BO, depending on the type of membership you want. These organisations will then make available to the club, via secure password accessed areas of websites, the following personal information:

- contact details – name, address, email address and telephone number;
- membership category – to include year of birth & gender; and
- participation details – for example, sportident &/or emit card numbers.

### **2. Why we need your personal information – contractual purposes**

#### ***Members’ personal data:***

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- send you membership communications by email in relation to essential membership services, including but not limited to general meeting notices, membership renewals, membership fees’ information, etc.; and
- any other contractual membership requirements.

If an email address is not provided then this may affect our ability to offer the above membership services and benefits.

#### ***Participants’ personal data:***

When you book a place with us for, and attend, a competition, event, training course, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the competition, event, etc.. If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

### **3. Why we need your personal information – legitimate purposes**

#### ***Members' personal data:***

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in orienteering by sending members' communications and booking information for upcoming competitions and events, organised by ourselves as well as other clubs in Scotland. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in orienteering by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to orienteering. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us by email, to [info1@kfo.org.uk](mailto:info1@kfo.org.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### **4. Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members, participants etc. for the purposes of complying with our obligations under:

- the Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches are able to undertake regulated work with children and vulnerable adults;
- our sportscotland regulatory requirements, for example to provide Community Sports Hubs we are affiliated to with details of the numbers of coaches and active (competing) members, by sex and broad age category – junior, senior – for their annual reporting; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

## **5. Other uses of your personal information**

We may ask you if we can process your personal information for additional, unforeseen purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## **6. Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with the SOA or with BO for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Kingdom of Fife Orienteers employs third party suppliers to provide services, including IT (for example, on-line event entry companies). These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

### ***Participants’ personal data:***

We publish the results of our competitions on our website. This includes competitors’ name, orienteering age class and result.

## **7. How we protect your personal information**

Your personal information is stored on our web host’s server (pickaweb) based in the UK, and is accessed by our committee members and other club officers for the purposes set out above. It is also held, selectively, on the hard disks of computers belonging to some of our committee and other members (for example our event organisers).

## **8. How long we keep your personal information**

### ***Members’ personal data:***

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly

delete your personal information where you have not renewed your membership with us for three years. We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Kingdom of Fife Orienteers and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Kingdom of Fife Orienteers.

***Participants' personal data:***

We keep our participants' personal information for six years.

## **9. Your rights**

You can exercise any of the following rights by writing to us at [info1@kfo.org.uk](mailto:info1@kfo.org.uk).

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Kingdom of Fife Orienteers will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)