

# NGOC Privacy Statement

## Introduction

NGOC is an amateur sports club. We are committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulation (GDPR). This statement explains how the information we collect about you is used and kept securely.

## What information do we collect?

### Membership data

This is the data supplied to us by the British Orienteering Federation (BOF)

- Name
- Membership ID
- BOF Number
- YOB
- Gender
- Membership Grade
- SI/EMIT Number
- Address
- Tel
- Email
- Regional Association
- Orienteering qualifications eg first aid, coaching

### How do we use it?

We use the membership data to:

- process any application for membership
- provide the club magazine to you
- provide an opt-in for the club mailing list
- contact you in regard to events and their organisation
- run the club efficiently
- fulfil legal obligations (eg prevention of fraud)
- fulfil insurance requirements

We may contact members or participants by post, email or telephone unless a member advises us to contact them in another way.

### What legal basis do we have for processing your personal data?

Personal data provided by BOF to us is done with the club members consent at the time of joining the club.

### When do we share personal data?

The membership data is not shared outside the club in unless legally required to do so.

### How do we secure personal data?

The membership data is stored in encrypted form on computing devices of club officials as required for the running of the club and its events.

### How long do we keep your personal data for?

The data is kept for 12 months following the last period of active membership of the club and then removed from the files circulated to club officials to replace their old versions.

### Event Data

This is the data provided by the participant when registering for events.

- Name
- Club
- Age Class
- BOF Number
- Vehicle Reg
- Dibber Number
- Phone or Email if hiring dibber

This is the data stored in our event management software in order to publish the results of events.

- Name
- Club
- Age Class
- Split and Finish Times
- Routes where provided by competitors

### How do we use it?

We use the event data to:

- process event entries and results
- assist in any search for missing participants
- recover any hired SI dibbers not returned at the end of the event
- analyse attendance patterns at our events

### What legal basis do we have for processing the event data?

When you enter an event you voluntarily supply information to us. Subsequent processing of event results, the production of league tables and retention of information for public interest or insurance purposes falls into the category of 'Legitimate Interest'.

### When do we share event data?

BOF or SWOA may publish league positions and national rankings. Name, gender, age class and league positions are published. NGOC is not responsible for these; you may wish to refer to BOF's or SWOA's privacy policies.

### How do we secure event data?

The event management software data is stored on password protected computers and are backed up. The data is not made available on line other than as the published results as described above.

### How long do we keep event data for?

Event registration slips are stored securely for up to 1 month and are then shredded. Event management software data is kept indefinitely in order to allow analysis of attendance patterns.

### Contact Us

If you would like to contact us about the data we hold for you please email [membership@ngoc.org.uk](mailto:membership@ngoc.org.uk).

Important: If your personal details change, please also contact the British Orienteering Federation (BOF), as our data is sourced from their database.