

Solway Orienteers Privacy Notice.

Solway Orienteers collects or receives the following information about individuals:

- **Members:** Name, Address, Year of birth, Gender, email address and telephone number. This is used for making contact with members about club activities and other relevant club matters and also for event entries. This information is kept until the end of the year following someone no longer having membership and it is then deleted. Event entry sheets are kept for 5 years in compliance with an insurance requirement.
- **Non-members:** For those entering one of our events, Name, Age Category, Gender and a contact route (email address or telephone number). As above the entry sheets are kept for 5 years.
Pupils entering the regional schools championships also name which school they attend.
- **Members who are coaches:** PVG disclosure number and date this is issued.

Solway Orienteers uses and/or releases the following information about individuals:

- If you take part in one of our events your name and age category will appear in the results and be published on the web. The results are processed in SportIdent event software and are also sent to British Orienteering, Winsplits and Routegadget where they may appear on their websites. Your name may also appear in local newspaper reports.
- Members email addresses are entered in the club's mailing list on Mailchimp which is used solely to inform people of forthcoming activities and club matters. Non-members are also able to receive such information by signing up for the messages with Mailchimp.

We take photos at our events which may be used for promotion of the sport and club; including posting them on the web, displaying on local posters, illustrating club or national newsletters and accompanying newspaper articles. The club will not directly link junior names to photographs.

We do not provide any of the information set out above to any third parties other than those mentioned in this notice.

Contact should be made by email with the membership secretary should someone wish to:

- Access the personal data that we hold about you.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we restrict the processing of your personal data for specific purposes.
- Request that we delete your personal information.

If you then remain dissatisfied, please raise a complaint with the Information Commissioner's Office at www.ico.org.uk