

West Cumberland Orienteering Club - Privacy Statement

The West Cumberland Orienteering Club (hereinafter referred to as WCOC) is an open orienteering club, the objectives of which are to encourage the Sport of Orienteering and such similar sports as shall be decided at an Annual General Meeting of WCOC members.

WCOC is affiliated to the British Orienteering Federation (BOF), a private company limited by guarantee, incorporated and registered in England and Wales with company number 01606472. BOF is the National Governing Body (NGB) for orienteering in the United Kingdom, recognised by the five Sports Councils (Sport England, SportScotland, Sport Wales, Sport Northern Ireland and UK Sport).

Both British Orienteering Limited and West Cumberland Orienteering Club are data controllers under data protection legislation.

The BOF Privacy Statement can be found at:

https://www.britishorienteering.org.uk/images/uploaded/downloads/governance_policies_privacy_2018.pdf

What data is collected?

Becoming a member of WCOC is done through BOF, either online or by phoning, and specifying WCOC as your chosen club. When you join BOF and WCOC, BOF will collect certain information about you which will include your name, year of birth, gender, URN number (membership number), email address, address, telephone number, number(s) for SI and EMIT e-cards, details of any coaching or officiating licenses you hold and results (**Membership Information**). In addition, WCOC may collect other information as a function of organising and delivering orienteering events, including vehicle registration numbers and emergency contact telephone numbers.

Certain specified members holding specific roles within WCOC have access to the data held by BOF and can download the data.

Why do BOF collect your data?

BOF collect and process your **Membership Information** for the purposes of registering you as a member of BOF (and WCOC) and administering your involvement in the sport.

Why do WCOC hold your data?

WCOC hold and use your personal information for the following purposes:

- To communicate with WCOC members, through bulletins, newsletters, emails and other forms of communication deemed appropriate,
- To organise and promote orienteering events, training and other WCOC-related activities,
- To advise members when their subscription is due or has lapsed.

How long do we will keep it?

WCOC will retain your **Membership Information** for such time as you are a member registered with BOF and have WCOC as your chosen club. WCOC will retain your information for a further two years for the purposes of supporting membership renewal.

If requested after you have left BOF/WCOC or specified a different orienteering club as your chosen club, your data will be removed from the WCOC **Membership Information**. Your data may still remain in the results files for the events at which you have competed. You may also request that your data is kept beyond the two years, for example to continue to receive WCOC communications.

Sharing your data.

WCOC will not share your details with third parties, whoever they are. If WCOC receive a request from a third party seeking information on a member or group of members, this request will be forwarded to the individual, family or group concerned for them to respond to.

Privacy policy.

All of the personal data WCOC hold will be stored and processed in accordance with the terms of the WCOC privacy policy.

Complaints.

If you have any concerns or complaints in relation to how WCOC uses your personal data, you should contact WCOC's Membership Secretary, or any other committee member in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by WCOC, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk).

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West Cumberland Orienteering Club commitment to Privacy.

The website is maintained by West Cumberland Orienteering Club (WCOC). For the purposes of data protection legislation, WCOC is the data controller.

The West Cumberland Orienteering Club is the owner of www.wcoc.co.uk and is committed to protecting your privacy in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. WCOC do not collect any personal data via the website, but personal data specific to the results of orienteering events is displayed on the website. This policy explains how the information we hold about you is used and kept securely. It also explains your right to access your information under Data Protection Legislation.

Except as otherwise identified in this document, WCOC hold and use personal information under the **Legal Basis of Legitimate Interests**, as defined within the GDPR.

The information WCOC hold about you.

Membership information

WCOC does not collect **Membership Information** directly, rather WCOC receives information from BOF that has been collected by them through their website (www.britishorienteering.org.uk) as part of becoming a member of BOF and WCOC.

WCOC is able to receive the following information: Your name, email address, postal address and any other information you voluntarily provide to BOF via their website and online forms: name, date of birth, gender, email address, address, telephone number, number(s) for SI and EMIT e-cards and any coaching or officiating licenses that you hold (Member Data). Members may, at their discretion, provide updated information to keep that held by WCOC up-to-date; this should be by sending the information to the membership secretary (membership@wcoc.co.uk).

WCOC may share your **Membership Information** with another orienteering club for the purposes of entering an orienteering competition being organised by that club, for example when entering a team event. This may include entering the information into an online event entry service operated by a third party.

Competitor information

WCOC collects information on competitors entering the events that it organises, whether members of WCOC, other orienteering clubs or unaffiliated participants. WCOC needs this data in order to meet the BOF regulations and insurance requirements when holding events. This information may include name, age class (as specified by BOF), course run, vehicle registration and emergency contact telephone number. Data may be obtained directly from an individual or family member (e.g. on an event registration form), indirectly from British Orienteering or any of its affiliated clubs (membership data, event results, orienteering-related qualifications) or other organisations such as SportIdent (data linked to SI card and used for event entry). Each organisation will have its own privacy policy.

Although some orienteering events are entered online, WCOC has no access to financial information, e.g. credit and debit card numbers, bank details etc. Instead, WCOC uses a third-party service to collect entries and process payments.

A limited amount of your data may be published on web sites accessible to the public, including name, age class and club in competition results & event reports. Event results published on the website may remain in place indefinitely.

[Junior training information](#)

Juniors participating in training activities organised by WCOC are required to provide a paper **Consent Form**, which includes medical information and contact details for a parent or guardian. For reasons of safety, any medical information provided will not be stored electronically and will remain confidential.

[Other information](#)

WCOC holds contact data for landowners and other organisations with which we co-operate, their employees, agents and tenants, specifically for the purpose of organising orienteering events and activities.

[How WCOC uses your information and legal basis for such use.](#)

WCOC hold and use your personal **Membership Information** for the following purposes:

- To communicate with WCOC members, through bulletins, newsletters, emails and other forms of communication deemed appropriate,
- To organise, promote and run orienteering events, training and other WCOC-related activities,
- To advise members when their subscription is due or has lapsed.

WCOC will not share your details with third parties, whoever they are, except as detailed below.

- WCOC may share your personal information with the police or other law enforcement agencies for the purposes of crime prevention or detection under the **Legal Basis of Legal Obligation**, as defined within the GDPR.
- WCOC may share your personal information with emergency rescue and health services for the purposes of member welfare under the **Legal Basis of Vital Interests**, as defined within the GDPR.
- WCOC may share your personal information with the BOF insurer providing Civil Liability insurance under the **Legal Basis of Legal Obligation**, as defined within the GDPR.

If WCOC receive a request from a third party seeking information on a member or group of members, this request will be forwarded to the individual, family or group concerned for them to respond to.

WCOC will not undertake any profiling or other automated decision-making processes using the **Membership Information** or other information that it holds.

[Protecting your information.](#)

The data that WCOC hold for you may be held on paper or digitally on individual member's computers. WCOC will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information that is sent to us over the Internet.

[Finding out what information WCOC holds about you.](#)

Under the Data Protection Legislation, you can ask to see any personal information that WCOC hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the WCOC Membership Secretary using the email address membership@wcoc.co.uk. WCOC will aim to respond within a month of receipt.

Under the Data Protection legislation there are new extended rights. If you wish to enact one of these rights (i.e. right to rectification, right to object etc.) then please contact the WCOC Membership Secretary using email address membership@wcoc.co.uk.

Data retention.

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If requested after you have left BOF/WCOC or specified a different orienteering club as your chosen club, your information will be removed from the WCOC Membership data. Your data may still remain in the results files for the events at which you have competed. You may also request that your data is kept beyond the two years, for example to continue to receive WCOC communications.

Changes to our Privacy Policy

WCOC will regularly review this Privacy Policy and updates will be published on our website, wcoc.co.uk, when necessary. This Privacy Policy was last updated in May 2018.