



**Edinburgh Southern Orienteering Club (ESOC) takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.**

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### **What we need from you**

When you register as a member of ESOC or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number
- Date of birth – to calculate membership category and eligibility for events and courses
- Payment details – bank account number, sort code, card details
- Participation details – other clubs, offices held, skills and qualifications
- Equality information – gender, disability
- Safety and emergency details – eg. next of kin, relevant health conditions

If you do not provide us with all of the personal information that we need, if requested, this may affect our ability to offer you our membership services and benefits.

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

We need to collect our members’ and customers’ personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal
- Organise club activities and manage risk and safety if you attend
- Register your membership with the representative body, British Orienteering, Scottish Orienteering Association, East of Scotland Orienteering Association to provide you with insurance cover, newsletters and other benefits they offer to members of clubs, including access to courses and competitions

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

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

- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events
- Raise awareness of the club’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations

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

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

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers, where applicable, are able to undertake regulated work with children and vulnerable adults
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

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

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

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

When we register your membership with British Orienteering and/or Scottish Orienteering Association we pass on your personal data and British Orienteering and/or Scottish Orienteering Association become a controller of your personal data. British Orienteering provides full details of how it uses your personal data in its own privacy notice and will not use it for any other purpose (see link below).

<https://www.britishorienteering.org.uk/document/1808b62243f3a17b07f5ce2cfdc88dba/British%20Orienteering%20Privacy%20Policy%2013%20March%202018.pdf>

Scottish Orienteering has its own privacy notice: <https://www.scottish-orienteering.org/soa/page/soa-privacy-notice>.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children, and UK Anti-Doping for the purpose of eliminating doping in sport. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

We also issue a yearly paper membership list to all ESOC members listing members names, addresses, email and phone numbers.

### **Third party suppliers with access to members' personal data**

ESOC may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

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

- Bank of Scotland process payment transactions securely on our behalf
- Mailchimp distribute some of our email communications. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security
- Instructors, coaches and event organisers receive details of training or competition participants

ESOC will not make any data available for commercial purposes.

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

Your personal information is accessed by our Membership Secretary and other ESOC officers (when required), only for the purposes set out above. It is stored by our Membership Secretary in an Excel spreadsheet contained on a hard drive that is stored in a locked filing cabinet. This spreadsheet is not digitally shared, except with the printers for the sole purpose of printing our yearly paper membership list. Your personal data is transferred to British Orienteering and Scottish Orienteering Association via password-protected word documents.

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

We 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 delete your personal information where you have not renewed your membership with us for 2 years.

### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your personal information
- Access the personal data that we hold about you through a “subject access request”

You can contact the membership secretary/data controller at [membership@esoc.org.uk](mailto:membership@esoc.org.uk)

If you are 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)