

# EDINBURGH SOUTHERN ORIENTEERING CLUB



## DATA PRIVACY POLICY

*The Data Protection Act 1998 imposes rules and safeguards on those who hold and process personal data, i.e. data relating to living identifiable individuals. Details of usage must be notified to the UK Information Commissioner, with some exceptions, which include not-for-profit organisations whose usage is restricted to specified purposes. Edinburgh Southern Orienteering Club (ESOC) is exempt from notification, but the principles setting out rules and safeguards do apply. In the interests of being open and fair, the club wishes to inform members and prospective members of the data held and how it is used.*

*ESOC and its officials may hold some or all of the following data about any members and others who compete in orienteering events: name, postal and email addresses, phone and fax numbers, year of birth, competition age class, competition results, offices held, skills and qualifications, courses attended and details of officiating at competitions. Orienteering-related photographs may also be held. Contact data is held for landowners and other organisations with whom we co-operate, their employees, agents and tenants. The data may be held in electronic or paper form.*

*The data may be obtained directly from an individual person or a family member or indirectly from the British Orienteering Federation, the Scottish Orienteering Association, orienteering clubs or other organisations.*

*The data is used in organising the sport of orienteering and for social purposes, including, but not limited to, distribution of magazines and other literature, publication of competition entries and results, coaching, team selection, training and appointment of officials.*

*Data may be distributed in paper or electronic form between members, competitors, event officials and orienteering organisations. Publication of personal data in paper form may occur in membership and contact lists, magazines, competition information and results and other literature. Publication on publicly accessible orienteering-related websites may include name, age class and club in competition results; names with offices and photographs may be published, but addresses, contact numbers and personal background details will be published only with the explicit consent of the person. General orienteering photographs may also be published on the same websites; in the absence of any objection, agreement to this will be assumed.*

*ESOC will not make any data available for commercial purposes.*

*ESOC will retain membership data for a period of one year from the date of the final reminder or notification that a member is not planning to renew their membership.*

*If you do not wish to receive mailings (by email, post or other means) or other non-administrative communications from ESOC, or you do not wish photographs of yourself or your children to be published, or you believe that the data held by ESOC about you is incorrect, please contact the ESOC Data Controller.*

*Currently this is Jeni & Mark Rowe, at 35 Netherbank, Edinburgh EH16 6YR.  
email: [membership@esoc.org.uk](mailto:membership@esoc.org.uk).*

*Version 4.0, November 2014*