



MAR ORIENTEERING CLUB **PRIVACY NOTICE**

What we need

MAR Orienteering Club (Maroc) is affiliated to the Scottish Orienteering Association (SOA) and to the British Orienteering Federation (BOF).

Maroc is a “processor” of the personal information that you provide to SOA and/or BOF. Maroc is also a “controller” of personal information that you provide to us. As “controller”, Maroc only keeps the minimum information necessary to allow the effective operation and running of the club. Maroc depends on SOA and/or BOF to properly keep, maintain, and control Maroc club members’ personal information.

The Scottish Orienteering Privacy Notice can be viewed here: <https://www.scottish-orienteering.org/soa/page/soa-privacy-notice>

The British Orienteering Federation Privacy Policy can be viewed here: https://www.britishorienteering.org.uk/document/57190d34f71d5bf9a4682e8addc047ab/governance_british_orienteering_policies_v1.5.pdf

Members’ personal data:

When you register as a member of Maroc (including if you are registering on behalf of a child under the age of [under 18]), in addition the personal information that you will be asked for by SOA and/or BOF, we may ask you for the following personal information:

- emergency contact details - name and phone number
- medical conditions including food allergies and any restrictions on medicines or first aid that can be administered

and if applicable, we may obtain this data from other sources

- whether you are an existing PVG scheme member

Why we need your personal information - contractual purposes

Members’ personal data:

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- send you membership communications by email in relation to meeting notices, event information, coaching courses and development opportunities, and membership renewals

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to keep you fully informed and aware of Maroc club activities.



Why we need your personal information - legitimate purposes

Members' personal data:

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

- promote and encourage participation in Orienteering by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competition, events, activities and training, which we use for promotional, education and development purposes
- accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- monitor and develop participation in orienteering by monitoring members' engagement and participation through analysis of online data and inviting our members to participate in surveys for researching and development purposes
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to orienteering

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on membership@marocscotland.org.uk . If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Participant's personal data:

When you book a place with us for and attend a coaching course, competition, event, training course, we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition or event.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on membership@marocscotland.org.uk . If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a participant.

Volunteers' personal data:



As a volunteer you may be required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. The PVG check is processed by the SOA and we will hold your PVG certificate number, PVG membership number, and the date of issue.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on membership@marocscotland.org.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information - legal obligations

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

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults

Other uses of your personal information

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

Who we share your personal information with

- If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with local and national press, social media streams and other local and national partners for promotional and/or journalistic purposes
- We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children
- Organisations taking online event entries such as SiEntries and Fabian4

Participants' personal data

We may publish the results of competitions on our website. This can include competitors' [name, age, result]. We may also be required to share personal information relating to members' health in order to undertake activities to eliminate doping, at a sporting event, within our sport generally, or to provide information about doping, or suspected doping, to UK Anti-Doping or another body with responsibility for eliminating doping in our sport.



How we protect your personal information

Your personal information is stored on our electronic filing system and our servers are based in the UK and in the EU, and is accessed by our staff for the purposes set out above.

How long we keep your personal information Members' personal data

We will only keep your personal information for as long as necessary to provide you with membership services and to comply with legal requirements. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 3 years.

Your rights

You can exercise any of the following rights by emailing membership@marocscotland.org.uk

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Maroc will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk