

## **CHIG DATA PROTECTION POLICY**

Chigwell & Epping Forest Orienteering Club (the “Club”) is committed to protecting the privacy of personal information provided by its members and participants at its events. This policy explains the way in which we will collect, use and disclose your personal information.

The Club is a not-for-profit organisation. Because of our status and the limited ways in which we use your personal information, we are not required to declare the club as a “data controller” under the Data Protection Act 1998. However, we are still required to comply with the obligations in that Act.

### **What personal information do we collect?**

We will collect some or all the following information from our members and from participants at orienteering events: name, address, telephone number, email address and date of birth.

### **How do we use that information?**

We will only use your personal information for establishing and maintaining the membership of the Club, providing and administering activities for Club members and participants at orienteering events and otherwise dealing with you as a Club member or participant. Your date of birth will be used only for validating your qualification for age bands for orienteering events (eg, under 20s, etc).

### **Who will we disclose that information to?**

We may disclose your personal information to any UK regional orienteering association or to the British Orienteering Federation for the purpose of providing and/or administering activities for Club members and participants at orienteering events. We or the regional associations or British Orienteering Federation may publish (on websites, newspapers, newsletters or other media) your name (and applicable age band) as part of event results or rankings. By virtue of being a member of the Club or a participant at an event, you agree to this disclosure of your personal information.

Except as required by law, we will not otherwise disclose your personal information to any person, without first obtaining your explicit consent. In particular, we will not use your personal information, or disclose it to any third party, for any marketing or commercial purposes without first obtaining your explicit consent.

### **How can that information be seen and/or corrected?**

If you want to see your personal information held by the Club or if you want it to be corrected, you should apply in writing to the Secretary of the Club via our website at [www.chig.org.uk](http://www.chig.org.uk) . If you cease to be a member of the Club, we will not hold your personal information for any longer than is necessary, after which time it will be deleted.

### **Where is this policy displayed?**

This policy is displayed on the Club’s website and will be provided to all new members at the time of becoming a member. A copy will be provided to any former or current member, or any event participant, on request. This policy is also annexed to the Club Rules.