

## Cleveland Orienteering Klub (CLOK) – Privacy Policy

Cleveland Orienteering Klub (CLOK) is committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulation (GDPR). This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when a member of our club, using our website ([www.clok.org.uk](http://www.clok.org.uk)), participating in our events or activities, or being on our mailing lists, as well as your right to access your information under GDPR. Cleveland Orienteering Klub (CLOK) is a data controller under GDPR.

### What data we will collect

We will collect and hold the following types of data about you:

- **Membership Data** – If you become a member of CLOK we will collect certain information about you which will include your name, year of birth, gender, membership number, email address, postal address, and telephone number. If you join CLOK via the British Orienteering Federation (BOF) this information will be collected via the BOF website, and made available to us by them. If you join CLOK as a local member we will collect this information from you directly.
- **Email List Data** – If you subscribe to one of our mailing lists we will collect your name and email address.
- **Entry Data** – If you enter one of our events we will collect certain information about you which may include your name, year of birth, gender, membership number, email address, postal address, telephone number, emergency contact details, and medical data. If you pre-enter one of our events this information may be collected via one of our pre-entries partners (for example Fabian4) and made available to us by them, or it may be collected via our CLOK website. If you enter one of our events “on the day” we will collect this information from you at registration.
- **Event Data** – If you take part in one of our events we will collect, generate or hold certain information about you which may include your name, year of birth, gender, membership number, start time, and timing data.

### Why we will collect it

- **Membership Data** – For registering you as a member of CLOK and administering your involvement in the sport. We will process the data on the basis of legitimate interests. We will only use your Membership Data for the purposes of registering and administering your involvement in the sport.
- **Email List data** – For keeping in touch with you about events and activities organised by CLOK, and those outside CLOK that we decide may be of interest to you. We email you on the basis of explicit consent you give us when you opt in to the email list.
- **Entry Data** – For administering your participation in our events, including looking after your safety. We will process the data on the basis of legitimate interests, with the exception of medical data and emergency contacts which we will process if necessary to protect your vital interests.
- **Event Data** – For displaying start lists and results either online or in printed form. We will process the data on the basis of public interest.

### Sharing your data

- **Membership Data** – We will not pass this data to third parties.
- **Email List data** – We may use a secure third-party system (for example MailChimp) to process this data for the purposes of maintaining the list and sending communications emails. Otherwise we will not pass this data to third parties.
- **Entry Data** – We may pass this data to recognized professional first aid teams contracted for the event. Otherwise we will not pass this data to third parties.
- **Event Data** – We may pass this data to third parties to display in entry systems (for example Fabian4) or results systems (for example British Orienteering, RouteGadget UK, and SplitsBrowser).

### How long we will keep it

- **Membership Data** – For such time as you are a member registered with us, and for no more than four years after you have ceased to be a member of CLOK.

- **Email List data** – For such time as you continue to opt in to our communications, and for no more than one year after you have opted out of our communications.
- **Entry Data** – Until the date of the event, and for no more than four years after the event. However, emergency contacts details and medical conditions will be destroyed within 30 days of the competition.
- **Event Data** – For as long as we deem it of interest to the public, which may be 20 or more years.

## Your rights

You have the following rights under data protection legislation:

1. The right to be informed about how we use your personal data.
2. The right of access to know what information we hold about you and how it is processed.
3. The right of rectification to correct personal data if it is inaccurate or incomplete.
4. The right to erasure / right to be forgotten, to have your personal data deleted or removed.
5. The right to restrict processing.
6. The right to data portability.
7. The right to object to your personal data being used.
8. Rights in relation to automated decision making and profiling.

## Opting out of email lists

If you are currently receiving communications from one of our email lists, and no longer wish to do so, you can be removed by following the instructions at the bottom of the emails.

## Finding out what information CLOK holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the CLOK chairman.

## Cookies

A cookie is a piece of text that a website transfers to your computer's hard disk in order to remember who you are. Cookies interact with your computer and a website by remembering the registration details and preferences from previous visits. Typically, a cookie will contain the name of the website from which the cookie has come, the lifetime of the cookie and a value.

The CLOK website does NOT use cookies.

## Complaints

If you have any concerns or complaints in relation to how CLOK collects and/or processes your personal data, you should contact the CLOK chairman in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by CLOK, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

## Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in May 2018.

## Contacting CLOK about this Privacy Policy

If you have any questions or comments about this Privacy Policy please contact the CLOK chairman (details at [www.clok.org.uk](http://www.clok.org.uk)).