

## SWOA Privacy and Data Protection

The objectives of the South West Orienteering Association are to encourage, promote and control the sport of orienteering in the area of Sport England South West.

SWOA does not actively collect and maintain membership details, but its officials may hold some of the following data about some of its members and others who take part in SW orienteering events:

Name

Club and BOF number

Postal and email address

Phone number

Year of birth

Competition age class

Results

Courses attended

Offices held

Details of involvement in organising, planning and controlling events

Where SWOA pays expenses or supports members with grants, the SWOA treasurer requires bank details, this information will be kept securely and will be deleted when no longer required.

The recorder of controllers keeps a record of the details of qualified controllers and a limited set of personal data for controllers is published on the association website: Name, club, BOF number, post town and phone number, to enable SWOA members to find appropriate controllers for events.

Data may be shared in paper or electronic form with officials, members, competitors, organisations running online entries, British Orienteering. Personal information will only be shared where it is strictly necessary for a specific purpose. Publication on websites may include name, age class, club and photographs but addresses and other contact details will only be shared with explicit permission from person concerned.

The data is used to facilitate the sport of orienteering and this may include:

Enabling entry to orienteering activities and events, publication of entries and results, coaching, training courses, appointment of officials, for sending membership communications.

Rights:

Any individual has the right to see any personal data which SWOA holds on written request to the secretary.

Updated Jan 2021 by Helen Kelsey (SWOA secretary).