

FVO Privacy Notice

Forth Valley Orienteers (FVO) takes your privacy seriously and complies with the [GDPR](#). We are a “controller” of the personal information that you provide to us. This privacy notice sets out how, why and for how long we will use your personal data, and who we will share it with. This notice explains your legal rights as a data subject and how to exercise these rights.

Members' data

FVO membership requires affiliation to our governing bodies. When you join or rejoin as a member of FVO (including when you are joining on behalf of a young person), we may ask you for some or all of the following [personal data](#):

- Contact details – e.g. name, address, email address and phone number;
- Date of birth – to calculate membership category and eligibility for events;
- Payment details – bank account number, sort code, card details;
- Participation details – other orienteering clubs, Scottish Orienteering and British Orienteering membership;
- Equality information – sex, gender, disability and ethnic groups;
- Safety and emergency details – e.g. next of kin, relevant health conditions;
- [Protection of Vulnerable](#) Groups membership;
- Coaching qualifications (including First Aid, Safeguarding and Child Protection courses you may have attended); and
- Official qualifications and training attended.

Why we need membership data - contractual purposes

We need your membership data to:

- Provide you with core member services;
- Organise club activities;
- Register your membership with the governing bodies Scottish Orienteering and British Orienteering (as applicable - see [FVO membership](#)) to provide you with insurance cover and other benefits they offer to club members; and
- Send you membership communication.

Why we need membership data - legitimate purposes

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

- Provide you with news and updates about the activity of the club, including opportunities to get involved in club events, training and general meetings or other events.

- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Why we need your membership data – legal obligations

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

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Who we share your personal information with

When we register your membership with Scottish Orienteering and/or British Orienteering we pass on your personal data. Scottish Orienteering and British Orienteering (as applicable) each becomes a controller of your personal data. They provide full details of how they use your personal data in the [Scottish Orienteering](#) and [British Orienteering](#) privacy notices.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include Health and Safety Executive, Disclosure Scotland and Police Scotland and UK Anti-Doping for the purpose of eliminating doping in sport. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Participants' data

When you enter an event which the club is organising we need to collect your personal information so that we can enable you to take part in the event. We may publish the results of competitions on our website. This can include your name, age class and result. We may share these results with Scottish Orienteering, British Orienteering and the International Orienteering Federation to enable ranking lists to be compiled, and competition league tables to be created. We may also share results with websites such as [WinSplits](#) or [SplitsBrowser](#) to enable you to analyse the event results.

In the unfortunate event of an accident or incident, we may be obliged to share appropriate data with our insurers or legal advisors.

We may also raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes and may share this with the local and national press, social media streams.

How long we keep your personal information – members’ and participants’ data

We will only keep your personal information for as long as necessary to comply with legal and insurance requirements. This is a period of four years.

Other uses of personal data

If you use any of our Permanent Orienteering Courses, we may capture your name and email address to enable us to gauge the popularity of our Permanent Orienteering Courses and to help us to develop them further. We will not otherwise share or use your personal information unless you give us your explicit consent.

You may choose (for example, when you enter one of our events or download any of our Permanent Course maps) to allow us to add your name to our mailing list which allows us to tell you about future events of interest to beginners. You may unsubscribe at any time, and we will not use your data for any other purpose.

FVO also holds contact details for landowners and other people and organisations with whom we co-operate from time to time, as well as their employees, agents and tenants.

Our server logs will collect data about website access. This will only be used for the purposes of detecting and preventing fraud and unauthorized system access, and ensuring the security of our systems.

Third party suppliers with access to members’ personal data

FVO may use some third party suppliers to provide services. These suppliers may process personal data on our behalf as “processors” and are subject to contractual conditions to only process that personal information under our instructions and protect it. When we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- Bank of Scotland process payment transactions securely on our behalf;
- Mailchimp distribute some of our email communications. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security;
- Google hold some of our data on their servers and distribute some of our email. Google uphold the EU Privacy Shield and agree to additional terms to meet the Data Protection Directive.
- Instructors, coaches and event organisers receive details of training or competition participants;
- Organisations taking online event entries such as SiEntries and Fabian4;
- We may also share personal information with our professional and legal advisors for the purposes of taking advice;

- Memset host our website and are responsible at the infrastructure level but do not access or manipulate any of our hosted data.

How we protect your personal information

Your personal information is accessed by our club officials only for the purposes set out above. The primary storage of information is on paper and on cloud based servers and is stored securely. Where copies are made for the purposes set out above, it is club policy that the copies should be maintained in password protected files, their distribution controlled, and should be securely deleted whenever they are no longer required or the files have been superseded.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

You can contact us via our club secretary by [email](#). Any requests received by FVO will be considered under the appropriate legislation.

If you are dissatisfied, you have a right to raise a complaint with the [Information Commissioner’s Office](#).