EVENTOR PERMISSION POLICY

This policy augments the Operation Manual section 1.9 Privacy Policy with specific information pertaining to the granting of permissions within Orienteering Australia's membership and event management system Eventor.

1. Eventor has a hierarchical permission system with clubs being related to a state and each state being related to Orienteering Australia as shown in the following diagram

2. Administrators at a specific level can create Administrators at that level and below ie an Administrator at ONSW level can assign Administrator rights at ONSW level and any ONSW affiliated clubs.
3. There are 6 permission types available in Eventor;
   - Super Administrator – Only available at Orienteering Australia level. Can add/edit permissions/events at any level. Capable of seeing details of any registered person in Eventor.
   - Finance Administrator – Only available at Orienteering Australia level.
   - Administrator – Can add/edit permissions/events at the nominated level and any levels below. Only Administrators can assign permissions to individuals and view detailed information about them.
   - Event Organiser – Can create/edit events at the nominated level and any level below
   - Entry Manager – Can administer event entries at the nominated level and any level below
   - Member – The basic permission type. At a club level a member can create an event. A member is unable to view details of any other member.
4. For the sake of clarity, Orienteering Australia has granted permissions to 9 individuals, comprising;
   i. 4 Super Administrators (3 are from software owners)
   ii. 5 Administrators who all assist with responding to queries, and
   iii. 2 Event Organisers
   iv. From time to time additional people are added to expediate event management for national carnivals. The permissions are revoked immediately after results for the relevant events have been uploaded.
5. Permissions will only be granted to those individuals who have a current Working With Children Check or equivalent.

6. Permissions will be reviewed on an annual basis.
7. Those with permissions will adhere to the Orienteering Australia Privacy Policy (see section 1.19 of the Operational Manual).
8. Managing permissions is the responsibility of each state/club and therefore each state/club should establish their own process.
   - It is recommended that these be reviewed annually as part of the AGM or the first meeting thereafter.
   - Relevant permissions should be granted to facilitate management of the state/club activities without having to rely on a single individual.
9. To view/edit permissions log in to Eventor, select the relevant organisation using the dropdown menu under your name and navigate to https://eventor.orienteering.asn.au/OrganisationAdmin/EditRolesForOrganisation?myOrganisation=true

Procedures for Bendigo Orienteers:

- Permissions will be reviewed annually at the first meeting of each new committee.

- Administrator access is provided to the following committee members who must have current Working With Children Check cards:
  o Club eventor administrator
  o Club technical assistant
  o Club President
  o Club Vice President
  o Club Treasurer
  o Club Secretary

- People who volunteer to organise events for the club will be granted Event Organiser access. These volunteers should have their permission revoked soon after the results for their event have been uploaded on Eventor.

- The club's relay manager and anyone organising a relay event will have Entry Manager permission provided so they can perform their role as needed.