



Caldy Bowmen Archery Club

PRIVACY POLICY

Version 1

Dated 2 June 2018

Caldy Bowmen Archery Club, Caldly Club, Paton Field, Telegraph Road, West Kirby, CH48 1NZ.



INTRODUCTION

1. Caldy Bowmen Archery Club (CBAC) is fully committed to full compliance with the requirements of the General Data Protection Regulations (GDPR). CBAC will therefore follow procedures which aim to ensure that all club representatives, committee members and club members who have access to any personal data held by or on behalf of CBAC are fully aware of and abide by their duties under the GDPR.
2. CBAC needs to collect and use information about club members in order to operate and carry out its functions. This personal information must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means.
3. CBAC regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between the Club and members. CBAC therefore fully endorses and adheres to the Principles of the General Data Protection Regulation (GDPR).

STATEMENT OF POLICY

Who We Are

4. CBAC is an Archery GB registered archery club providing archery facilities for its members. We have Archery GB approved indoor and outdoor ranges. We set out our rules in the club's constitution and also follow the rules, guidelines and codes of conduct of the UK governing body. Archery GB. CBAC operates the website <https://www.caldybowmen.org/>

Information We Obtain

5. CBAC gathers certain information about you. We collect information in the following ways:
 - a) Information you give us - When you enrol into one of our Beginners Courses and/or become a member of CBAC, you will give us information via the respective form. Information will include your name, date of birth, postal address, email address, phone number, any disabilities, physical stature (handedness), next of kin details and prescribed medication. When you enter our annual tournament, the following information may be collected and shared with tournament organisers, scoring systems and results will be published on the Clubs' website: First Name, Surname, Gender, bow style, Date of Birth/Age category, Email, Address, Phone number, Club, County, Region, Round, Disabled (Y/N), Disability info.
 - b) Information we may gather ourselves - We may collect photographs (with permission on the respective form), your scores and other archery related achievements.
 - c) Information we get from your use of our Website - When you visit our website, we do not collect information such as Internet Protocol (IP) addresses, browser type and version, browser plug-in types and versions, operating system and platform and information relating to what pages you have viewed. We do not use cookies on our website to store the pages you visit or your browsing

behaviour. The webmaster does have access to your log-in details for the Clubs' website except your password which is encrypted.

d) Information about you from third parties - We work closely with Archery GB and may receive information about you from them.

How We May Use Your Information

6. We use your information for the purposes of running the Club and we use some of your information to maintain your Archery GB registration.
7. We may use your information for a number of purposes including the following:
 - a) Compliance with legal, regulatory and corporate governance obligations and good practice
 - b) To provide you with information about our Club, shooting times, socials and more.
 - c) If going through a coaching programme, we may keep records of sessions and progress reports.

Marketing

8. We do not use your information for marketing purposes.

Information Sharing and Disclosure

9. We will share your information with the Archery GB for the purposes of maintaining your membership registration details who in turn, will share your information with Northern Counties Archery Society and Cheshire Archery Association for the same purposes. If you have any questions about the continuing privacy of your personal data when it is shared with Archery GB, please contact gdp@archerygb.org.
10. We may disclose your personal information to third parties:
 - a) If we are under a duty to disclose your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies) on production of an appropriate warrant for such data.
 - b) To protect the rights, property, or safety of CBAC, our members, or others.
 - c) To medical professionals if required, due to injury or illness.

Keeping Your Records

11. We keep records only for as long as required to operate the Club in accordance with legal and practical requirements. However, scores and awards that you have achieved during Club competitions and any Club records that you hold may be published on the Clubs' website. Only Club members who have registered with the website will be able to view this information. Results of the Annual Indoor Tournament will be published on the website as stated on the Entry Form.

12. Your membership information may be retained for up to 13 months after you leave the club (or your last contact with the club if you don't officially leave). Following this period, we will completely delete your membership history, medical information and cores. We may retain data for statistical purposes beyond the initial 13-month period such as club records and results from club competitions.

Where We May Store Your Information

13. The data that we collect from you or receive from you may be transferred to, and stored on personal computers, laptops, tablets and mobile phones or similar. They have up to date antivirus/firewall software installed to protect your data from unauthorised access. By submitting your personal data, you agree to this transfer, storing or processing.

14. We also keep membership details, medical declarations and achieved scores in paper format, which are kept in a secure location away from the shooting ranges when we are not shooting.

15. CBAC will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

16. Where you have chosen a password, which enables you to access certain parts of the Clubs' website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

You're Rights

17. You have the right to:

- a) Have any inaccuracies in your data corrected. If you would like to update the details we hold about you, please contact the Club Secretary.
- b) Request that we delete your personal data. (Note that we require your information for the normal running of the club, so we are only able to delete your data if you also choose to leave the club).
- c) You have a right to request a copy of the personal information we hold about yourself. You may not request information about any other member (not even a family member, that request should come from that person directly to us). In some circumstances we may require you to prove your identity with two pieces of approved identification. Please address requests to the Club Secretary and we will respond within one month of receipt of your written request and confirmed ID. Please provide as much information as possible about the nature of your contact with us to help us locate your records.

Changes to the Way We Treat Personal Information

18. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our website.

Enquires and Complaints

19. The Club Secretary is the first point of contact regarding any enquires arising from this Privacy Policy. Where possible, please raise all enquires in writing.

20. If you are unhappy with our work or something that we have done or failed to do in regard of protecting your personal data, please inform us in writing. CBAC will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days.

21. You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information by using their online form which can be found here: <https://ico.org.uk/concerns/handling/>

Changes to This Policy

22. We may update the terms of this policy at any time, so please do check it from time to time.

J Lynch
Chairperson
Candy Bowmen Archery Club

Dated: