

North Downs Archery Club

Privacy Policy

What this privacy notices covers

North Downs Archery Club is committed to protecting your personal information. In this notice, references to 'we' or 'us' means North Downs Archery Club. This notice explains how we collect and use the personal information about you.

Information we gather.

North Downs Archery Club gathers certain information about you. Information about you is also used by Archery GB and county and regional associations. We collect information in the following ways:

Information you give us.

When you become a member of North Downs Archery Club you will give us information. You may also give us information when using our Website. Information may include your name, date of birth, postal address, email address, phone number, a personal description, disability, ethnicity, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken and a photograph.

Information we get from your use of our Website and services.

Each time you visit our Website, we may automatically collect certain information. This information includes technical information, such as Internet Protocol (IP) addresses used to connect your computer to the internet, your login information, browser type and version, browser plug-in types and versions, operating system and platform and information relating to what pages you have viewed (e.g. using cookies as described further below);

When you enter competitions the following information may be collected and shared with tournament organisers, scoring systems and results may be published: Membership Number, First Name, Surname, Gender, Bow style, Date of Birth / Age category, Email, Address, Phone number, Club (and ID), County (and ID), Region (and ID), Round (unless defined by age), Disabled (Y/N), Disability info.

In accordance with our competition entry documentation, photography and video may be taken at events, and these images may be used on our website, social media platforms and promotional / internal documents.

How we may use your information

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of North Downs Archery Club, we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member.

We also rely on obtaining your consent to use your personal information. For example, we will seek your consent to receive marketing via email and post about North Downs Archery Club, Archery GB and county and regional affiliates.

We may use your information for a number of purposes including compliance with legal, regulatory and corporate governance obligations and good practice, and to provide you with information about our activities that you have agreed to receive;

We will use the information we get from your use of our Website to administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes; as part of our efforts to keep our Website safe and secure; any other reasonable purposes of North Downs Archery Club, acting always in accordance with the data protection law (as amended from time to time).

We will use the information you give us to perform services you have requested (such as providing you with Membership Benefits or providing you with information you have asked for); administer the sport of Archery, for instance by organising tournaments; any other reasonable purposes of North Downs Archery Club, acting always in accordance with the data protection law (as amended from time to time).

Information Sharing and Disclosure

We may share your information with the following selected third parties; Archery GB and associate bodies such as County, Region and Clubs in order that they may communicate with you regarding archery events only or to allow the associate bodies to manage the running of the sport in their areas.

Users under 18

If you are under 18 please ensure that you have consent from a parent or guardian before giving us your personal information.

Keeping your records

We keep records only for as long as required. Records will be deleted after a maximum of 2 years from membership expiry.

Where we may store your information

The data that we collect from you will be transferred and stored online at Archery GB, and held on a computer file by the club secretary.

By submitting your personal data, you agree to this transfer, storing or processing.

North Downs Archery Club will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Where we have given you a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Your rights

You have the right to:

1. Have any inaccuracies in your data corrected. If you would like to update the details we hold about you, please contact the club secretary via telephone, email or by letter.
2. Request that we delete your personal data.
3. Request that we do not process your personal data for marketing purposes.
4. You have a right to request a copy of the personal information we hold about you. Please address requests to the Data Protection Officer and we will

respond within one month, of receipt of your written request and confirmed ID.

Enquires and Complaints

If you are unhappy with our work or something that we have done or failed to do, please inform us in writing. North Downs Archery Club will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days

All complaints should be sent to:

North Downs Archery Club

Secretary

northdownsarchery@gmail.com

You may also complain directly to ArcheryGB at Lilleshall National Sports Centre, Nr Newport, Shropshire TF10 9AT or to the Information Commissioner's Office if you are concerned with how they are handling your personal information using their online form which can be found here: <https://ico.org.uk/concerns/handling/>.

Changes to this Notice

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will contact you directly.

This Privacy Notice was last updated 060418.