

DATA PRIVACY STATEMENT

Hellingly Archers

Personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

Data controller

Hellingly Archers is the data controller. This means it decides how your personal data is processed and for what purposes.

How do we process personal data?

Hellingly Archers complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We do not communicate directly with junior members (members under the age of 18). Communications are always sent via the parent or guardian.

What personal data do we hold?

The club holds information as follows:

- Membership data - members of the club.
- Scoring records data – scoring records.
- Potential members - those who have completed a beginner course but not yet joined
- Beginner course participants – those who are about to take part, or are taking part, in a HA course.
- Beginner enquirers - those who have expressed an interest in attending a beginner course.

Membership data is a document holding information about each club member (or guardian/parent in the case of juniors) for the purposes of Archery GB membership submission requirements and for the purposes of communications within the club. The data held is:

- Archery GB number
- First name, surname
- Address, postcode
- Date of birth (where relevant/applicable)
- Membership type
- Date joined
- Contact telephone numbers

- Guardian/parent name (where applicable)
- E-mail address
- Self-certified disability
- Medical or physical alerts

Scoring record data is a document holding information about each club member for the purpose of recording scores, calculating classifications and handicaps. The data held is:

- Archery GB number
- First name, surname
- Date of birth (where relevant/applicable)
- Bow type
- Scores
- Handicaps
- Classifications

Beginner course participants data is a document holding information about people who are about to take part, or are taking part, in a beginner course. The data held is:

- First name, surname
- Address, postcode
- Date of birth (where relevant/applicable)
- Contact telephone numbers
- Guardian/parent name (where applicable)
- E-mail address

Potential members data is a document holding information about people who have completed a beginner course but not yet joined. The data held is:

- First name, surname
- Address, postcode
- Date of birth (where relevant/applicable)
- Contact telephone numbers
- Guardian/parent name (where applicable)
- E-mail address

Beginner enquiries data is a document holding information about people who have expressed an interest in attending a beginner course. The data held is:

- First name, surname
- Email address
- Guardian/parent name (where applicable)
- Age (where relevant/applicable)

We use personal data for the following purposes.

The data and information which you enter will be used by the club to administer course participation, administer membership, keep track of your development as an archer, and contact you from time to time to keep you informed about events and activities.

Sharing personal data

Your personal data will be kept secure. We will not sell your personal data. We will not share your personal data with anyone else, **except as stated below.**

This club is affiliated to Archery GB which is the national governing body for archery in Great Britain, and to the Southern Counties Archery Society which is the regional body, and to the Sussex County Archery Association which is the county body. All our members must also be affiliated members of the three bodies. Unless you are already affiliated to AGB, SCAS and SCAA by virtue of being a member of another archery club, when you become a member of this club, or renew membership, your subscription will include the affiliation charges and you will be automatically affiliated to those bodies.

Information on members is supplied to Archery GB, the county and the region for membership purposes. The club provides Archery GB with personal data which they will use to enable access to an online portal for members. Questions about the continuing privacy of personal data when it is shared with Archery GB should be addressed to gdpr@archerygb.org

When the club first registers members with Archery GB it is asked if members would like to receive the magazine, email newsletter and other email offers. Members can unsubscribe or change their preferences at <https://agb.sport80.com>

From time to time we may provide limited information to other clubs for competition purposes. This will be limited to name, DOB (if applicable), bow style and handicap.

We may also share scoring record data *between* club members. This will be limited to name, class, bow style, classification, handicap and scores.

The legal basis for processing personal data.

This is based on either (i) your having requested to become a member of Hellingly Archers AND on your having given consent for us to keep you informed about events and activities; (ii) your having requested to join a beginner course with Hellingly Archers; (iii) your having requested to be put on a waiting list for a beginner course.

How long do we keep personal data?

We keep your personal data for no longer than reasonably necessary. If you cease to be a member of Hellingly Archers we will delete the membership data after 12 months. Scoring record data will be retained for historical purposes.

Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Hellingly Archers holds about you;
- The right to request that Hellingly Archers corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Hellingly Archers to retain such data.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Secretary of Hellingly Archers.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Consent

By signing a course application, membership application or score sheet, you are confirming that you have read our Data Privacy Statement and that you are consenting to Hellingly Archers holding and processing your personal data as described in this document.

If you do not grant consent we will not be able to use your personal data.

If you do grant consent, you can withdraw your consent at any time by contacting the Secretary of Hellingly Archers.

Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

March 2018