

# Black & Gold Archers Privacy Notice

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**Black & Gold Archers** are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, **Black & Gold Archers** is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. This notice is to explain how we may use personal information we collect before, during and after your contact with us.

We have not appointed a Data Protection Office (DPO) to oversee our compliance with Data Protection Laws. Our Chairperson has overall responsibility for Data Protection compliance within our club.

## What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register for a beginners course, tournament, or to join the Club. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of other affiliated clubs with which you are registered and gender.

## Why we need your personal data

The reason we need your details is to be able to administer your membership, and provide membership services through our Club and Archery GB. Our lawful basis for processing your personal information is that we have a contractual obligation to you as a member to provide the services you are registering for.

## Users under 18 (Junior Archers)

If you are under 18 and you will need consent from a parent or guardian before giving us your personal information. We collect data from our junior archers in order to provide the same services as for our senior archers. We will also ask for contact details of a parent or guardian.

## Non Members

On occasion we may collect personal data from non-members such as any non-member participant who fills in a form at a taster event or beginner's course. This information will be stored for no more than 12 months after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

## *Reasons we need to process your data include:*

### For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the field and sports hall;
- sharing personal data with leagues, county, regional or national associations and other competition providers for entry in events.
- sharing and publishing of tournament and competition results

### For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

### For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and

### Marketing and communications

Within our regular newsletter we may include information about selling club kit, merchandise or fundraising. The club also has the following social media pages. Facebook, Twitter, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that providers of social media platforms have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages

## Health and medical information

We have a legal obligation and a legitimate interest to provide you and other members of our club with a safe environment in which to participate in sport. We will use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our sports facilities.

Any special category health data we hold on you is only processed in order to allow the safe running of training and shooting sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collection.

## How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. An Archer's data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after 12 months of inactivity on that member's account, in line with Archery GB retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

## *Who we share your personal data with*

When you become a member of or renew your membership with **Black & Gold Archers** you will automatically be registered as a member of Archery GB, Grand Western Archery Society (GWAS) and Gloucestershire Archery Society (GAS). We will provide Archery GB with your personal data which they will use to enable access to an online portal for you (<https://agb.sport80.com>) which, amongst other things, allows you to set and amend your privacy settings. If you have any questions about the continuing privacy of your personal data when it is shared with Archery GB, please contact [gdpr@archerygb.org](mailto:gdpr@archerygb.org)

All senior members will also become a member of the Civil Service Sports Club (CSSC). On joining the CSSC members will be asked for relevant personal data which the CSSC will hold securely in accordance with their own data policy. Please check these policies before you submit any personal data.

The club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK. The Club will also share any data requested by the Police, law enforcement or the Government where we are required to do so by law to assist with their investigations or initiatives.

## *Your rights regarding your personal data*

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

## Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.