

Appendix 7b

**Weybridge Rifle & Pistol Club
Walton Lane, Desborough Island, Weybridge. KT13 8EH**

MEMBERSHIP APPLICATION FORM - COMPLETE IN BLOCK CAPITALS

PLEASE READ THE ATTACHED NOTES BEFORE COMPLETING THIS APPLICATION

Surname Forenames

Previous name(s).....

Date of Birth Place of Birth

Address

..... Post Code

Telephone Mobile

Email.....Occupation.....

Type of Membership being applied for: FULL/JUNIOR/YOUNG ADULT (delete as appropriate)

| | | |
|---|--------|--|
| Have you lived at your present address for less than one year? | YES/NO | If YES, give details |
| Do you suffer from any physical or mental health condition which may affect your ability to safely use a firearm? | YES/NO | If YES, give details |
| Have you previously applied to join a rifle/pistol club or are you now, or ever have been, a member of a rifle/pistol club? | YES/NO | If YES, give Club name & address |
| Do you hold, or have you ever held a Firearms Certificate or Shotgun Certificate? | YES/NO | If YES, give Number, Expiry date & Issuing Authority |
| Have you ever been refused a Shotgun or Firearms Certificate, or had a Certificate revoked? | YES/NO | If YES, give details |
| Are you a member of the NRA? | YES/NO | If YES, give NRA number |
| Full WRPC Member Sponsoring | | Name |
| | | Telephone/Mobile..... |
| | | How long known What Capacity |

DECLARATION

I certify that the above information is correct to the best of my knowledge, and I have also signed the Section 21 declaration, GDPR consent and indemnity waiver. If accepted, I agree to abide by the Rules and Regulations of the Club

Applicant's Signature **Date**

Note: The Committee reserve the right to refuse membership and is under no obligation to give reasons, nor do applicants have the right of appeal. Membership may be terminated for breach of Club Rules.

Junior Members only (To be co-signed by the parent or guardian of all applicants under the age of 18)

Signed (Parent/Guardian) Date

| | |
|---|---|
| <p>Name & address of person for a reference (1). The referee must have known the applicant personally for at least one year and should not be directly related.</p> | <p>Name</p> <p>Address</p> <p>.....</p> <p>How long known What Capacity</p> |
| <p>Name & address of person for a reference (2) The referee must have known the applicant personally for at least one year and should not be directly related.</p> | <p>Name</p> <p>Address</p> <p>.....</p> <p>How long known What Capacity</p> |

| | |
|--|---|
| <p>FAC Holders please list Firearms, Types and calibres Held</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|--|---|

Please return this application to the Range Officer (RO), together with a means of photo identification (Driving Licence, Passport, FAC or Birth Certificate etc.), four passport size photographs, signed Section 21 form, GDPR consent, and indemnity waiver. You will be invoiced the application fee.

| | |
|---|---------------|
| <p><u>CLUB USE ONLY: Will The RO Please Check</u></p> | |
| <p>Signed Section 21 form, GDPR consent and indemnity waiver:</p> | <p>Yes/No</p> |
| <p>Identity document produced and verified. Type and copy:</p> | <p>.....</p> |
| <p>4 UK Passport Size Photographs</p> | <p>Yes/No</p> |
| <p>Range officer name:</p> | <p>.....</p> |
| <p>Date:</p> | <p>.....</p> |

DECLARATION UNDER SECTION 21 OF THE FIREARMS ACT 1968

New criteria to the Firearms Act 1968 states that all Club members, prospective members and guests must be asked to sign a declaration that they are not prohibited from possessing a firearm or ammunition.

The Act States:

It is an offence for a person who is prohibited by Section 21 of the Firearms Act 1968 to have a firearm or ammunition in his/her possession at any time.

This Section applies to any person who has been sentenced to imprisonment or youth custody or detention in any young offender's institution for three months or more.

A person sentenced to a period between 3 months and 3 years is prohibited for 5 years from the date of release.

A person who has been sentenced to 3 months imprisonment or more and the sentence is suspended is prohibited for a period of 5 years commencing 2 days after the date of the sentence.

A person sentenced to 3 years, or more is prohibited for life.

It is an offence for a person to transfer, let, hire, or lend a firearm or ammunition to someone whom he knows or has reasonable grounds for believing to be a prohibited person.

DECLARATION

I.....hereby declare that I have never had a firearm or shotgun application refused or such a certificate revoked. I also declare that I am not a person prohibited from possessing firearms or ammunition by virtue of Section 21 of the Firearms Act 1968.

I also agree to inform the Club Secretary immediately if the validity of my declaration should change in any way.

Signed..... Dated.....

INDEMNITY WAIVER

I hereby release Weybridge Rifle and Pistol Club (WRPC), its Committee, Officers and Members from any and all liability for personal injury or property damage arising out of the use (by me or any third party), in any way, of the facility, its equipment or firearms, or my firearm.

I agree to hold WRPC harmless and to indemnify WRPC from responsibility for any claims or demands arising out of such use (by me or any third party).

I agree to hold WRPC harmless for all claims or demands by me if I am harmed by the actions or omissions of a third party while I am at WRPC.

I agree to be held financially responsible for any damage or destruction caused by me to the range, range equipment, or any property owned by a third party.

I agree to be held financially responsible for all claims or demands by any third party who is harmed by my actions while I am at WRPC.

I have read, understand, and agree to abide by the range rules currently in force and displayed on the ranges.

Signed..... Dated.....

PRIVACY NOTICE AND CONSENT - GDPR

The following is a privacy notice under the General Data Protection Regulations legislation.

It reflects the club Privacy Policy which may be viewed at www.veybridgerpc.co.uk or at the Clubhouse
We the Weybridge Rifle and Pistol Club intend to use your data in all matters relating to:

- The administration of membership of our organisation
- Competitions entered
- Ranges booked
- Armoury purchases
- Training courses
- Events

We collect your data via online submission and paper documents

We will inform you before using your data for any other reasons

Our lawful basis for processing is your written consent, any legal requirement and any contract entered into.

Our data retention periods follow the statutory guidelines. The retention period stipulated by the Home Office is Six years from the end of your membership. Financial records must be kept for Seven years.

You have the right to:

- Be provided with the data that we hold relating to you
- Rectify / update the data
- Ask us to remove your data
- Restrict processing
- Data portability
- Object to our use of your data
- Not to be subject to automated decision-making including profiling

We will comply within one month of your request. Please contact the Club Data Protection Officer or Club Secretary

As a Firearms Club we are required to hold your personal data. It only passes outside the club when requested by the police or relevant authority.

If you do not consent to the retention of your Data, you cannot continue as a member or be considered for membership.

I hereby give my consent for the Weybridge Rifle and Pistol Club to hold and use my Data subject to the above conditions.

Name (Block Caps Please)

Signed

If under 18 years old countersigned by Parent or Guardian

Name (Block Caps Please)

Signed

Notes about applying for Membership at Weybridge RPC.

1. You will be given a tour of the facilities and an explanation of how the club works.
2. Download a copy of the Membership Application pack including a Section 21 Declaration, General Data Protection Regulations consent form and a liability waiver.

Please complete the form legibly in block capitals.

3. No shooting is permitted until all the required paperwork and payments have been received and the Police Check and References come back positive.
4. On all the forms please give your **FULL** name including any middle names. If you have changed your name (e.g., stage name/married) please also give the full name on your birth certificate. This will help the Police to process your check speedily.
5. Please do not leave empty answers. Write N/A if not applicable.
6. Please give full home address for your referees. We will need to write to them as we do not take references by telephone or email. Please ensure they are willing to supply a reference for you and that they know a speedy reply will assist your application.
7. **You will need FOUR UK Passport type and size photographs. On photographic paper.**
8. **You will need to bring a photo ID with you to confirm your identity and address. Please also supply a copy. The best form of ID is a firearms certificate.**
9. There is a non-refundable administration fee for which you will be invoiced. This is in addition to the membership fees. Please see the website for latest prices.
10. **You must present the completed forms and Photo ID in person for verification.**
11. Incomplete or illegible forms will not be processed.
12. Any false or misleading statement will disqualify the application

The following explains what will happen when you return the forms.

13. A police check will be applied for. You will be notified of the result.
14. References will be taken up by post.
15. The Club reserves the right to request further checks to be made and ask for further information from the applicant.
16. You will be invited to the club by email and requested to pay the appropriate fee.
17. One of your photos will be displayed with your name on a board in the Club house.
18. One of your photos will be attached to a record card which you must complete on each visit.
19. You must write your name in the attendance book each time you visit.
20. Your name must be entered on the "Range Return" if you shoot. Ammunition and sundries are chargeable. All prices are displayed in the Club house. Charges will be invoiced monthly and must be paid promptly via BACS.
21. Safe handling instruction will be given. Range rules and conduct will be explained along with a misfire/stoppage procedure. Instructions will be given in how to operate each firearm. Your competence on each type of firearm will be recorded.
22. You will be closely supervised until you are deemed safe to shoot unsupervised.
23. There is a probation period of 6 months and you must shoot at least 12 times within that period. Probation can be extended in extenuating circumstances at the Committees discretion.

Young People at WRPC and the law about age limits when using an airgun and/or firearm

Weybridge Rifle & Pistol Club allows young people to shoot firearms when the following criteria are met:

- Have attended, completed, and passed a Safe Shooters course run by the club.
- Can safely, accurately, and competently operate airguns.
- Have past their 14th Birthday.
- Can demonstrate safe handling and competency to use firearms.
- Shoot under 1 to 1 supervision of a competent and qualified adult club member.

Firearms Law and Young People:

Details taken from:

<https://publications.parliament.uk/pa/cm199900/cmselect/cmhaff/95/9502.htm>

Published: 6 April 2000

Age Limits:

<https://publications.parliament.uk/pa/cm199900/cmselect/cmhaff/95/9510.htm>

| | |
|------------------------|---|
| Until fourteen | May not have section 1 firearm, <i>unless</i> i) under instruction of certificate holder for sporting purposes; ii) at a shooting gallery May not have, or be given, air weapon or air weapon ammunition, <i>unless</i> i) under supervision of person over twenty-one; ii) engaging in target practice at approved rifle club of which a member; iii) at a shooting gallery May not be given section 1 firearm |
| Until fifteen | May not have an assembled shotgun unless i) under supervision of person over twenty-one; ii) weapon is carried in a secure gun cover May not be given shotgun or shotgun ammunition |
| Until seventeen | May not have air weapon in a public place, <i>unless</i> i) under supervision of person over twenty-one; ii) weapon is carried in a secure gun cover; iii) engaging in target practice at approved rifle club of which a member; iv) at a shooting gallery May not purchase or hire firearm and/or ammunition |
| Until eighteen | May not use firearm or shotgun for a purpose not authorised by the European Weapons Directive |

A simplification of the wording allowing young people "to learn about safe firearms use in a controlled manner":

Under 14 years. Firearms may be used under the supervision of an adult on property where permission has been granted to shoot.

Under 17 years. Firearms may be used without supervision on the grant of the appropriate certificate, appropriate parental/guardian endorsement and permission to shoot. Firearms and ammunition may be received as a gift only.

Over 17 years. Firearms may be used without supervision; firearms and ammunition may be purchased and hired.

GDPR Compliance procedures

A club privacy document will be produced and available for all club members, this may change from time to time as legislation changes and points of that legislation become clarified.

All members and applicants will be asked to sign a consent form as default agreement is no longer acceptable.

A Data Protection Officer (DPO) will be appointed. This person may be co-opted onto the committee, or the role may be amalgamated with an existing post.

The DPO will be the main point of contact for members and 3rd parties.

The DPO may share and delegate responsibilities.

The DPO will register the club with the Information Commissioner's Office if appropriate.

An audit of data held by club officials will be carried out and reviewed annually.

The audit will include but not be limited to:-

Owner of the data.

Type of data held.

Relevance of the data.

The age of the data.

Form of data (electronic/paper).

Where the data is stored.

What measures are in place to secure the data.

WEYBRIDGE RIFLE & PISTOL CLUB PRIVACY POLICY / GDPR

Introduction

The General Data Protection Regulation (GDPR) replaces the Data Protection Act 1998. This requires that an organisation such as ours notifies users of how we collect and use their personal details.

Weybridge Rifle & Pistol Club is committed to protecting your personal information. In this notice, references to 'we' or 'us' mean Weybridge Rifle & Pistol Club. This notice explains how we collect and use the personal information about you.

Who we are

Weybridge Rifle & Pistol Club is a Shooting Club providing Target Shooting facilities. We have approved indoor and outdoor ranges allowing Small Bore Rifle, LBP, Gallery Rifle and Black Powder firearms to be used. Shooting events are also arranged at Bisley and various venues for other disciplines. We follow the rules, guidelines, and code of conduct of the National governing bodies for Shooting in the UK: NRA and NSRA. Weybridge Rifle & Pistol Club operates the website: www.veybridgerpc.co.uk (the "Website").

Information we gather

Weybridge Rifle & Pistol Club gathers certain information about people using the organisation. We collect information in the following ways:

Information you give us

When you become a probationary/regular member of Weybridge Rifle & Pistol Club you will give us information via the Membership Form. You may give us updated information via the club secretary or membership secretary. Information may include your

- Name
- Address
- Date of Birth
- Gender
- Ability/disability
- Phone number
- Email address
- Other Clubs/Affiliation details
- FAC Number and Firearms owned (**Shooting record – Needed by the Police for FAC renewal and to confirm compliance with Home office and club requirements for initial and continued membership.**)
- Other shooting clubs and organisations you belong to
- Shooting qualifications – RCO/Instructor/coaching qualification information
- Medical Issues
- Medications
- Allergy information

Information we may gather ourselves

We collect photographs (with permission on the original Enrolment Form), your scores and other achievements.

When you enter competitions the following information may be collected and shared with tournament organisers, scoring systems and results may be published: First Name, Surname, Gender, Firearm Type, Date of Birth / Age category, Email, Address, Phone number, Club, County, Region, Round, Disabled (Y/N), Disability info, gender.

Information about you from third parties

We work with the police who will liaise with the Membership secretary under the Section 21 rules of shooting (It is an offence for a person who is prohibited under *Section 21* of the *Firearms Act 1968* to have a firearm or ammunition in his/her possession at any time)

How we may use your information

We use your information for the purposes of running the Club, including informing you of changes to sessions or corresponding about competitions, etc.

We may use your information for a number of purposes including the following: Compliance with legal, regulatory and corporate governance obligations and good practice.

To provide you with information about the club, shooting times and more.

If going through a coaching programme, we may keep records of sessions and progress reports.

Marketing

We do not use your information for marketing purposes.

Information Sharing and Disclosure

We do not normally share your information with 3rd parties at all.

We do have to contact the Police for Section 21 disclosure (mentioned previously).

However, we may disclose your personal information to law enforcement agencies:

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; to protect the rights, property, or safety of Weybridge Rifle & Pistol Club, Our Members, or others.

Keeping your records

We keep records only for as long as required to operate the club in accordance with legal requirements.

Your membership information will be retained for up to 6 years after you leave the Club. Following this period, we will delete your membership history.

We may retain *non-identifiable* data for statistical purposes beyond the initial 6 year period; an example of this might be winning a competition.

Financial records are retained for a period of 7 years in accordance with normal accounting procedures

Where we may store your information

The data that we collect or receive from you may be stored either digitally or on paper.

There is security in place to protect your data from unauthorised access. By submitting your personal data, you agree to this transfer, storing or processing.

We retain your data on audited, protected systems as required by the Information Commissioners Office.

Weybridge Rifle & Pistol 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 (or where you have chosen) 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. Weybridge Rifle & Pistol Club does not keep a copy of your password at all. Access to the admin or member portal sections of the Website uses a one-way "encryption matching" mechanism which means the password itself is never stored on our systems.

Your rights

You have the right to:

Have any inaccuracies in your data corrected? If you would like to update the details, we hold about please contact the Membership Secretary via telephone, email or by letter.

You have the right to:

Request that we delete your personal data however if you do not consent to the retention of your Data you cannot continue as a member or be considered for membership. Your membership data will be retained.

'Clubs should retain members details/records for six years following cancellation of membership' (Home Office Guidance on Firearms Licensing Law 18.40)

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, with the exception of a minor whose parent or guardian may submit a request). We may require you to prove your identity with two pieces of approved identification. Please address requests to the Data Protection Officer 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. A request for digitally held information will normally be free of charge, but there will be a small administration fee for copies of paper documents or printouts of digital data.

Changes to this notice and the way we treat personal information

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

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 and the Club house.

Enquires and Complaints

The nominated Data Protection Officer is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing.

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

All information enquires or complaints should be sent in writing to:
The Data Protection Officer c/o WRPC.

You may also complain directly to the Information Commissioner's Office (ICO) 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/>

Privacy Notice & Consent

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Name (Block Caps Please)

Signed

If under 18 years old countersigned by Parent or Guardian

Name (Block Caps Please)

Signed