

Appendix 17a - 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.

Appendix 17b - 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/>