

CRIEFF ARCHERY CLUB

PRIVACY NOTICE

Responsible for review	Chairperson of Crieff Archery Club
	Crieff Archery Club Committee

Version	Approved by:	Date of Approval	Next review Date
1	Archery Club Committee	08/04/2018	08/04/2020
2	Archery Club Committee	11/11/2018	08/04/2020
3	Archery Club Committee	Sept 2021	Nov 2023

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Crieff Archery Club Privacy Notice

1. Introduction

Crieff Archery Club is run by its members under the controlling bodies of the Scottish Archery Association and the Archery GB.

Crieff Archery Club is committed to the protection of the club members personal information and compliance with the General Data Protection Regulation (GDPR) (enforceable from 25 May 2018, and which replaces the Data Protection Act 1998).

This Notice explains how we use and store any personal information we have about you.

Please Note: Should club members voluntarily furnish other club members with their contact details, for example, telephone numbers and email address, this is outwith the scope of this notice.

2. Information we gather

2.1 When you join the club

When you join the Crieff Archery Club, you fill in a membership form which gives us information in relation to: your name; age; postal and email address; phone numbers; emergency contact details; medical information in relation to any relevant illness or allergy that may require support for archery practice; and any disability status.

The form has an option to “opt in” if you are happy for your email and telephone number to be used by committee members for the purpose of sending emails, newsletters, club information etc.

In order to ensure compliance with GDPR, all existing club members prior to March 2018, will require to redo their membership form indicating if they wish to “opt in” for email and telephone contacts etc.

2.2 Facebook

Crieff Archery Club has a Facebook account for members only which is moderated by one of the club archers. This Facebook page is a chat forum which members use to talk to each other and post pictures. All information provided on this Facebook page is voluntary therefore members do so at their own risk.

Users of the Facebook forum are advised to ensure they apply good judgement before clicking on any shortened url web addresses as they are more likely to be prone to hacking and spam. Crieff Archery Club cannot be held liable for any damages or implications by visiting any shortened url web addresses.

2.3 Website (www.crieffarcheryclub.org.uk)

The club website records the number of “hits/visits” to each page. This helps us to establish whether any particular page is worthwhile with regards to content. The website does not record who has visited or how long they spend on each page, only the number of times the page has been viewed.

The club website does hold the names and scores of club members who have entered club competitions, or have been successful at external competitions, on the achievements and club records pages. There is however no other identifiable information held.

The committee has a log in page on the website for access to meeting papers however these log in details are held by the club secretary/website administrator and passwords can be changed by the committee members as and when they wish.

Crieff Archery Club works hard to ensure that any links to external sites are both relevant and safe however cannot be held responsible for the content of these external links and as to whether they collect visitor data.

Any individual contacting the club via its contact email address advertised via the website, will provide personal details and information at their own risk. It will be kept private and stored until such a time as it will no longer be used then will be deleted as per the Data Protection Act and GDPR requirements.

3. How we store and use your information

We rely on obtaining your consent to use the information you provide. The information we collect from you will be either written or electronic format. By submitting your personal information, you agree to allow the club to use it and to store it as per Data Protection/GDPR requirements. Crieff Archery Club will take all steps reasonably necessary to ensure that the information we hold is treated securely and in accordance with this policy.

3.1 AGB Membership information

All information received is held only by the Club secretary in the first instance. The majority of this information is then transferred by the Club Secretary onto the Archery GB electronic membership system. If you use the Archery GB membership portal and you have set up a password YOU are responsible for keeping this password confidential.

Archery GB has its own privacy policy which can be found at: <https://www.archerygb.org/privacy-policy/>

3.2 Club Held Information

The information held by the club, i.e. contact numbers, email addresses, and any information related to specific support requirements for archers in relation to ill health or disability, is held by the Club Secretary. This information allows the club to: be able to contact and support archers as the need arises; provide any information the member may ask for; notify members of any changes e.g. risk assessments and policy updates; send out newsletters; notify of shooting date cancellations etc.

All received Member email addresses are held on the club email system that the secretary and chairperson have access to and use to send out club information. Many of the emails the club sends out, will be to all members and will show all members email addresses.

Where email addresses are used, the club member will have opted in to allow the email address to be added to the system and used in this manner. Should members not wish their email address to be displayed or included within the main email mailing, they must notify the Secretary who will remove them from the emailing list.

Bank details and account numbers are given by members to facilitate monthly payments. When these details are received they are set up on the e-banking system and then the original information is destroyed therefore your bank details are held only by the bank.

Crieff Archery Club may on occasion use anonymised data with regards to application for grant funding.

3.3 Deletion/Destruction of Club held information

Crieff Archery Club, in accordance with GDPR, will only keep personal identifiable information and records only for as long as required. We will retain membership records for up to 60 days without contact from any lapsed Archer after which it will be deemed that the Archer does not wish to continue membership and the records will be deleted.

When information received is no longer required, the relevant written information will be shredded and electronic information held will be deleted from the relevant media/hard drives.

3.4 Marketing

If you have provided the club with agreement to use your email address, the club will use your email address to notify you of new editions of the club newsletter and to send you any information regarding club kit, or fundraising. The club **does not and will not** use your information for external marketing purposes outwith the running of the club.

3.5 Legal Obligation

Should the need arise, Crieff Archery Club has a duty to disclose your personal data in order to comply with any legal obligation.

4. Your Rights, Enquires & Complaints

4.1 Members under 18

Consent from a Parent or Guardian must be given before giving the club any personal information.

4.2 All members have the right to:

- Have any inaccuracies in the club information corrected. All requests to update the information held must be sent to the Club Secretary
- Request that the Club delete's any and all personal data
- Request a copy of the personal information the club holds about them and this will be supplied within one calendar month. All requests must be made in writing and addressed to the Club Secretary

4.3 Changes to this notice and the way we treat personal information

Should the club significantly change how the member's personal information is held or treated, it will notify all members of this change.

4.4 Enquiries and Complaints

The Club Secretary is the first point of contact regarding any queries arising from this Privacy Notice.

You have the right to complain to the Scottish Archery Association, Archery GB and the Information Commissioners Office if you are concerned with how we handle your personal information.

5. References

General Data Protection Regulation (GDPR)

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Archery GB Privacy Policy

<https://www.archerygb.org/privacy-policy/>

Scottish Archery Association

<http://scottisharchery.org.uk/>

Archery GB

<http://www.archerygb.org/>

Information Commissioners Office

<https://ico.org.uk/>

Crieff Archery Club Membership Form

Period/Year	
Name	
Address	
Date of Birth (Required by AGB)	

Any information that may affect participation in club activities
(e.g. health related or any area where support or assistance may be required)

This membership form will be destroyed once the information has been entered onto AGB's sport80 portal.

This information will be held securely and will only be accessed by authorised individuals to administrate your club membership and activities.

In addition, to comply with the General Data Protection Regulation, which replaces the Data Protection Act effective from 25th May 2018, please be aware of the following :-

When you become a member of or renew your membership with Crieff Archery Club you will automatically be registered as a member of Archery GB, Scottish Archery Association - Eastern Area. 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.

When a member does not renew their membership their personal data which has been collected and held by Crieff Archery Club will be destroyed within 60 days of cessation of membership.

Consent :- Email, Telephone Contact & Photography.

Contact.

There may be times that the club will want to contact you, e.g. if shooting is cancelled for any reason, to send you newsletters or any information related to archery activities. In accordance with the General Data Protection Regulations (GDPR), we require your permission to hold this information and to use it.

IMPORTANT:

Email - Please note before completing the following consent boxes, that when we send an email out to all members who have opted in to be contacted this way, it will show all members email addresses. If you are not happy for your email to be shown in this way, please DO NOT tick the email box. Your email address would be held on the club email account (gmail) contact list.

Photography.

You/your child may be photographed or filmed when participating in archery, and this may be used on the club website, facebook, newspapers or other media. In the absence of any explicit objection, those responsible will act in the best interests of the child which may include assuming parental agreement for the above reasons.

Permissions Table.

I, _____ (insert name), give permission for Crieff Archery Club to hold my contact details as noted below and to hold and use them for the purpose of club activities.

Contact Information	Consent given for use (please tick)	Order for preference for contact, i.e. 1 st , 2 nd , 3 rd
Landline Number:		
Mobile Number:		
Email Address:		
I accept that my child may be involved in photography/filming as described above.		
Please note your best contact times, e.g. if you work night shifts etc.		

