

AVALON ARCHERY CLUB



Interim Privacy Policy (GDPR) (Subject to Committee Approval)

Avalon Archery Club (referred to below as the Club) are operated by its members for its members and are committed to protecting and respecting your privacy, for any personal data you provide for the purposes of your membership or enquiries you make with the Club generally or about our courses.

The Club is a data controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you:

You may give us information about you by filling in forms at an event or online via our website, by corresponding with us, by phone, e-mail or otherwise, including via organisations to which we are affiliated. This includes all information you provide when you register an interest with the Club. The information you give us may include your name, date of birth, gender, disability, ethnicity, address, e-mail address, telephone number, name of Archery GB Regional Organisations and affiliated Clubs with which you are registered, bow style and archery qualifications. We may also ask for relevant health information and other personal data (including parent/responsible adult data in respect of Juniors) to assist us. This list is not exhaustive or restrictive.

Why we need your personal data:

We will only utilise or share your data for legitimate purposes connect to the Club and relevant external organisations. The reason we need your Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the Club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for and/or a legitimate interest when you make enquiries with the Club.

Reasons we need to process your data include:

For training and competition entry

- sharing data with club coaches or officials to administer training sessions;
- sharing data to ensure suitable equipment is available;
- sharing data with Club team managers to enter events;
- sharing data with facility providers to manage access;
- sharing personal data with leagues, county associations and other competition providers for entry in events.

AVALON ARCHERY CLUB



For funding and reporting purposes

- sharing anonymised data with funding partners as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor Club trends e.g. attendance;
- recording scores and handicap records for competition purposes;
- sending an annual Club survey to improve your experience as a Club member.

For membership and Club management

- processing of membership forms and payments;
- maintaining details of actions of recorded at Club meetings;
- emergency contacts and parental consent;
- maintaining waiting lists for beginners courses and taster sessions,
- sharing data with members to provide information about Club activities, membership renewals or invitation to social events;
- promoting Club activity;
- distributing timely cancellation notices due to inclement weather or other external influences.

Marketing and communications

- collating Club clothing orders;
- sending information about promotions and offers;
- sending information about selling Club kit, merchandise or fundraising.

[Any health data we hold on you is only processed to assist coaches to allow the safe running of training 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 collecting it.]

[On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event). This information will be stored per our Data Retention Policy 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.]

The Club has a Facebook page and may develop, in the future, other social media pages e.g. WhatsApp, Twitter, Instagram. All members will be 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 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.

AVALON ARCHERY CLUB



Who we share your personal data with

When you become a member of the Club, you will also require to be registered as a member of Archery GB (also known as Grand National Archery Society – GNAS), Great Western Archery Society (GWAS) and Somerset Archery Association (SCAA). We will provide these organisations, with whom the Club is affiliated, with limited Data. If you have any questions about the continuing privacy of your personal data when it is shared with these governing bodies, please contact the Club Secretary.

The Club does not supply any personal data it holds for any purpose to any other third party unless we are legally required to disclose information to law enforcement agencies.

The Club does not store or transfer your personal data outside of the UK.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member of the Club, or you remain on our Waiting List or have an outstanding enquiry with the Club. We will also hold data for as long as required to operate the Club in accordance with legal and accountancy requirements. Data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed in line with the Clubs Data retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

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, to the portability of your personal data. You also have the right to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the Club's processing of your personal data- their link is <https://ico.org.uk/concerns/handling/> .

As a data subject you are not obliged to share your personal data with the Club. However, you may if you choose not to share your personal data with us we may not be able provide services (e.g. beginner courses) or to register or administer your membership.

Changes to this Policy and the way we treat personal information

The Club may update the terms of this Privacy Policy at any time and will notify members of significant changes in the way it treats personal information. A copy of the current Privacy Policy will be posted on the Club's website.

AVALON ARCHERY CLUB



Enquiries and Complaints

The first point of contact regarding enquiries and complaints should be the Club Secretary by email at avalonarchery@gmail.com .