



Privacy Policy Wight Bowmen

What this privacy notices covers

Wight Bowmen is committed to protecting your personal information. In this notice, references to 'we' or 'us' means Wight Bowmen. This notice explains how we collect and use the personal information about you.

Who we are

Wight Bowmen is an Archery Club affiliated to Hampshire Archery Association, Southern Counties Archery Society and Archery GB.

Rationale

To become a member of Wight Bowmen we need certain personal data, name, DOB, address, e-mail, telephone contact and disability/medical information. This is to allow us to contact you to keep you updated on a range of different club news and ensure you are safe whilst shooting. We need to share your information with Archery GB, Southern Counties Archery Society and Hampshire Archery Association to ensure your fees are paid to these bodies. We do not share your information with 3rd parties. In this document we have set out how your information is used. This should be read in conjunction with the permissions to use data document.

Information we gather and why

INFORMATION GATHERED	CLUB	SOUTHERN COUNTIES AC	ARCHERY GB	3 rd PARTIES (including other club members)
Name, address, DOB	For membership lists, club archery records program, to track payments made to and through club <i>Secretary, Treasurer, Records Officer holds name and DOB not address</i>	For our annual return and payment to SCAS	For GNAS cards to be issued and sent to you	Not shared.
E-mail address	To allow club to keep you updated on events, changes to scheduling, ask for feedback on club activities, to collect fees, to advise on distance limits or confirm scoresheets <i>Secretary, Treasurer, Records Officer</i>	Not shared	To send you verification of GNAS payment, send e-newsletters, magazines	Not shared
Phone number	In case we need to contact you quickly for items listed above, or if you have no e-mail <i>Secretary, Treasurer, Records Officer</i>	Not shared	Not shared	Not shared
Disability information	To enable us to make necessary provision for you to shoot. For safeguarding. To collect correct monies for GNAS payments. <i>Secretary, Treasurer, Safeguarding Officer</i>	Only record "disabled archer" with no further details	To ensure correct GNAS charge is applied	Not shared
Additional junior membership form	To ensure club safeguarding guides are adhered to. <i>Secretary, Safeguarding Officer</i>	Not shared	Not shared	Not shared
Vulnerable person form	To ensure club safeguarding guides are adhered to. <i>Secretary, Safeguarding Officer</i>	Not shared	Not shared	Not shared

How we collect information

- Beginner course enrolment forms
- Membership forms, including additional forms for juniors and vulnerable persons
- Data Permission Forms

Information Sharing and Disclosure

We share your information with the following selected parties:

1. Associate bodies such as County, Region and Clubs in order that they may communicate with you regarding archery events only or to allow the associate bodies to manage the running of the sport in their areas.
2. In addition, we will provide your details to Archery GB for GNAS card purposes

We may disclose your personal information to third parties if 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).

How we may use your information

We may use your information for a number of purposes including the following

1. To provide you with information about our work or our activities that you have agreed to receive via e-mail or mail
2. To ask for feedback on club activities via mail or e-mail
3. To include your name in results of target days and/or club competitions.
4. To contact you via e-mail/post for annual membership and GNAS

We will use the information you give us to:

1. Perform services you have requested (such as providing you with information you have asked for);
2. Administer the sport of Archery, for instance by organising target days, competitions etc
3. Provide you with information about tournaments or other archery activities

Members under the age of 18

If a member is under the age of 18 we will gather the same information as we do for senior members, in accordance to our privacy policy. In addition a junior membership form is to be completed, giving such details as to whether the junior will be accompanied to shoots or not dependent on age.

All information will come from a parent of said junior. Permissions will be sought from parents as to whether e-mail/phone contacts are for the junior in question or to the parent themselves.

Vulnerable Members

Vulnerable members will receive an additional form from the safeguarding officer who will make a decision in liaison with parents/carers/appropriate bodies as to whether the member needs to be accompanied. This form will be held securely by the safeguarding officer only though the secretary will be aware of its contents.

Keeping your records

We keep records as follows:

1. Membership form details held solely by the club secretary and club treasurer for membership and GNAS.
2. Name, DOB, e-mail or telephone number is held securely on the club records program by the club records officer.
3. We upload your details to the secure Archery GB website via Sport80 for GNAS needs. You may log in to your account on Archery GB to see or amend these details.(see Permission to use data document)
4. If you leave the club your personal contact records will be deleted 5 years after you leave, though anonymised data will be held (for example the number of Seniors/juniors in our club in a given year). You may choose to keep your name against any club records you hold or have these deleted.

Your rights

You have the right to:

1. Have any inaccuracies in your data corrected. If you would like to update the details we hold about you it is your responsibility to inform the club secretary of any changes
2. Request that we delete your personal data on leaving the club. Please be specific about the details you want deleted, personal details and/or those on our archery records program. Please note if you want archery records program information deleted any PB or club records you hold will be deleted.
3. You have a right to request a copy of the personal information we hold about you. We require you to prove your identity with two pieces of approved identification. Please address requests to the Club Secretary and we will respond within one month of receipt of your written request and confirmed ID.

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. By continuing to use our Website you will be deemed to have accepted such changes.

Enquires etc

The Club Secretary is the first point of contact regarding any enquires arising from this Privacy Notice. Please raise all enquires in writing.

April 2018