



# Redhill Archers - Data Protection and Privacy

We take your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights and how to exercise them.

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## We hold information about

- Club Members
- Entrants to our Open Tournaments
- Those who enquire about our club and may wish to join in our activities (courses, membership, facility hire).

## What we need from you

When you register as a member of Redhill Archers, renew your membership or otherwise contact us (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – for example name, address, email address and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses.
- Safety and emergency details – e.g. next of kin, relevant health conditions.
- Details of your experience of Archery including previous club memberships, shooting handicap, classifications, Archery GB membership details

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

## Why we need your personal information

We need to collect our members' and customers' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Organise club activities and manage risk and safety.
- Register your membership with Affiliated bodies like ArcheryGB, County of Worcester Archery Association, West Midlands Archery Society and Wythall Community Association & Club..
- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events.
- Keep records of your shooting activity and ensure your handicaps and classifications and age groupings are accurate
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.
- Record and monitor your subscriptions and payments to the club

## Why we need your personal information – legal obligations

To meet our obligations under Health and Safety, Equal Opportunities, Safeguarding legislation, to administer discounted memberships and provide appropriate coaching support we may collect and hold sensitive information relating to health and disability.

## Historic and Archive Information

We hold information relating to previous members and events for this purpose. Examples are previous trophy holders, club records, and handicap records.

## Website

Redhill Archers operates the website [www.redhill-archers.org.uk](http://www.redhill-archers.org.uk)

Each time you visit our Website, we may automatically collect information which we may use to monitor and improve our site. Our website has a password protected members area where information is stored and we ask members to keep their password safe.

## **Social Media**

We administer social network groups for the benefit of members and others connected to the club (e.g. facebook) under their regulations

## **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

## **Who we share your personal information with**

When we register your membership with other affiliated bodies such as ArcheryGB we pass on your personal data and they become a controller of your personal data and will provide details of how they use this information.

Your contact details are shared with members of the club and published on the password protected area of the website.

We share information with regional and county squad organisers when members might qualify to represent them and with tournament organisers when club entries are submitted.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive.

## **Third party suppliers with access to members' personal data**

Redhill Archers may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it. We only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- Instructors, coaches and event organisers receive details of training or competition participants.
- Sport:80

## **How we protect your personal information**

Your personal information is stored accessed and processed only for the purposes set out above. It may be stored by authorised Officers, Committee Members and others both electronically and on paper and we will endeavour to keep it secure.

## **How long we keep your personal information**

We only keep your personal information for as long as necessary to provide you with the services above. Unless you ask us not to, we will review and delete your personal information when it is no longer required.

## **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Request information about the personal data that we hold about you.

## **Contact**

If you have any concerns about privacy they can be discussed with the Chairman

You can contact us at - [privacy@redhill-archers.org.uk](mailto:privacy@redhill-archers.org.uk)

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk) where you can also find information about the General Data Protection Regulations (GDPR)