



# Colchester and District Archery Club

Founded 1954

## Colchester and District Archery Club Privacy Notice

### What this privacy notice covers

Colchester and District Archery Club ('the Club') is committed to protecting your personal information. In this notice, references to 'we' or 'us' means committee members and nominated others associated with the operation of Colchester and District Archery Club. This notice explains how we collect and use the personal information about you.

### Who we are

Colchester and District Archery Club operates the website [www.colchesterarchery.co.uk](http://www.colchesterarchery.co.uk) (the "Website").

Colchester and District Archery Club is a data controller and a data processor under data protection rules.

### Information we gather.

Colchester and District Archery Club gathers certain information about you. Information about you is also used by Archery GB, county and regional associations, and the North Essex Parking Partnership.

We collect information in the following ways:

### Information you give us.

When you become a member of the Club you will give us information. You may also give us information when using our website. Information may include your name, gender, date of birth, postal address, email address, phone number, disability or medical information.

When you enter competitions the following information may be collected and results may be published and provided to Archery GB: name, gender, date of birth / age category, email, address, phone number, club (and ID), county (and ID), region (and ID), round (unless defined by age), disabled (Y/N), disability info.

In accordance with our competition entry documentation, photography and video may be taken at events, and these images may be used on our website, social media platforms and promotional / internal documents.

When you apply to take part in taster days or beginners' courses, the following information may be collected: name, address, email, telephone numbers, date of birth, left/right handedness, any disabilities or medical information.

### Information about you from third parties.

We will not receive any information about you from any third parties.

### How we may use your information

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of the Club, we have a legitimate organisational

interest to use your information to respond to you and give you the benefits of being a member regarding features of being a member.

We also rely on obtaining your consent to use your personal information. For example, we will seek your consent to receive information via email and post about the Club and relevant information regarding archery events in the County and UK.

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

1. Compliance with legal, regulatory and corporate governance obligations and good practice;
2. to provide you with information about our work or our activities that you have agreed to receive;
3. maintain records of scores for handicaps, records and internal competitions;
4. perform services you have requested (such as providing you with membership benefits or providing you with information you have asked for);
5. administer the sport of Archery, for instance by organising tournaments;
6. any other reasonable purposes of Colchester and District Archery Club, acting always in accordance with the data protection law (as amended from time to time);
7. provide scores to County for use in County Team/top 10 lists; and
8. to send you information.

### **Information Sharing and Disclosure**

We may share your information with the following selected third parties:

1. Associate bodies such as County, Region and Archery GB 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. North Essex Parking Partnership to enable them to verify membership details and grant archery specific parking permits for Colchester Northern Gateway using the MiPermit app. Their own privacy notice can be found at <http://www1.parkingpartnership.org/north/privacypolicy>.

We will not disclose your personal information to any other third parties, unless:

1. we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply other agreements; or
2. to protect the rights, property, or safety of Colchester and District Archery Club, Our Members, or others.

### **Users under 18**

If you are under 18, please ensure that you have consent from a parent or guardian before giving us your personal information. When we collect data about a child or young person aged under 18 it will be collected and used for the purposes stated above.

### **Keeping your records**

We keep records only for as long as required to operate the service in accordance with legal requirements and tax and accounting rules.

We will hold contact details for 3rd parties in association with the club for as long as appropriate. For members, 2 years after you cease to be a member, we will destroy any personal information for you,

apart from names and records of scores, unless you explicitly ask us to do otherwise for the purpose of communication.

Any score records will be retained for Club history purposes.

We may retain non identifiable data for statistical purposes.

### **Where we may store your information**

The data that we collect from you will be transferred to, and stored by the Committee and online systems.

By submitting your personal data, you agree to this transfer, storing or processing.

The 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.

### **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 other than online, please contact the Secretary via telephone, email or by letter.
2. Request that we delete your personal data.
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 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 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 and Complaints**

The Secretary is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing.

You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information using their online form which can be found here: <https://ico.org.uk/concerns/handling/> .

### **Changes to this Notice**

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will contact you directly.