

# Privacy Policy

## CHELTENHAM ARCHERS PRIVACY NOTICE

### What this privacy notices covers

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

### Who we are

Cheltenham Archers is operated and administered by the elected executive committee and co-opted committee members.

Cheltenham Archers operates under the umbrella of Gloucestershire Archery Society, Grand Western Archery Society and Archery GB.

Cheltenham Archers operates the website [www.cheltenhamarchers.com](http://www.cheltenhamarchers.com) (the "Website").

Cheltenham Archers is a data controller and data processor under the data protection rules.

### Information we gather

Cheltenham Archers gathers certain information about you. Information about you is also used by our affiliated entities; Gloucestershire Archery Society, Grand Western Archery Society and Archery GB.

We collect information in the following ways:

### Information you give us

When you become a member of Cheltenham Archers you will give us information. Information may include your name, date of birth, postal address, email address, phone number, disability, ethnicity and your archery qualifications.

When you use our online booking system, Bookwhen, to book a shooting session, your name and email address is required to confirm the booking.

### Information we get from tournaments.

When you enter Cheltenham Archers tournaments, the following information may be collected and shared with tournament organisers. The results of the tournament may be published, including First Name, Surname, Gender, bow style, Date of Birth / Age category, Club (and ID), County (and ID), Region (and ID), Round (unless defined by age), Disabled (Y/N).

In accordance with our tournament 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.

### How we may use your information

Cheltenham Archers uses a combination of legitimate interest and consent as our legal basis to store, use and share your personal information. For example, upon becoming a member or renewing membership, we will share your details with our county, regional and national governing bodies as this a fundamental part of processing your membership, ensures you are fully insured and that you will get the most out of your membership.

We will use the information you give us to:

- 1.perform services you have requested (such as providing you with Membership Benefits or providing you with information you have asked for);
- 2.administer the sport of Archery, for instance by organising tournaments;

3. notify you about changes to our service;

4. any other reasonable purposes of Cheltenham Archers, acting always in accordance with data protection law (as amended from time to time).

We will not use your information for marketing purposes.

### **Information Sharing and Disclosure**

We will share the information you give us with our County, Regional and National governing bodies in order that they can process your individual affiliation with them and to ensure that you are adequately insured.

These third parties each have their own privacy policies and comply strictly with data protection law.

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).

### **Users under 18**

If you are under 18, we require consent from a parent or guardian before we can process your data. When we collect data about a child or young person aged under 18 we will make it very clear as to the reasons for collecting this data and how it will be used.

In the case of junior members of Cheltenham Archers, we also request additional information relating to medical conditions (including allergies, medication, special dietary requirements and/or any learning differences) that may affect the child or young person during the session. We also request that the parent/guardian gives their preferences for any actions that may need to be taken in relation to these conditions. This is to ensure the safety and enjoyment of all junior members at junior group sessions.

### **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.

In the case of membership, we will retain your data for the period of your membership, and with your consent, for a period of one year after your membership has lapsed.

Data captured on Bookwhen for the purpose of booking a shooting session is subject to automatic deletion. Names and emails attached to a booking are removed by the system when no booking has been made by that email account for 12 months.

For those participating in beginners' courses, we will ask for your consent to retain your data for eighteen months after the completion of the course.

For those entering tournaments held by Cheltenham Archers, we will retain the information added to the results sheet for a period at the club's discretion. We will retain your data for the period of 12 months from the date of the tournament as required by Archery GB. We will ask for your consent to contact you within that 12-month period to inform you of future Cheltenham Archers events.

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

The data that we collect from you will be password protected, encrypted and stored on a secure online system.

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

Cheltenham Archers' data protection officers are the club secretary, club treasurer and the club membership secretary. They have control over the data you provide and ensure that it is used in accordance with this privacy policy.

In the case of under 18s who participate in the junior group sessions, information given about the child by the parents/guardians, as well as contact information for parents/guardians, will be available to junior group coordinators to enable them to carry out their roles and to ensure the safe and smooth running of the junior group sessions. This information will not be shared any further.

Cheltenham Archers will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Data provided via Bookwhen will be stored in accordance with Bookwhen Ltd's own Privacy Policy and Terms of Service.

### **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, please contact a member of the executive committee.
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. This request is free of charge unless the request is manifestly unfounded or excessive.

### **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.

### **Enquires and Complaints**

Any member of the executive committee can be the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing.

If you are unhappy with our work or something that we have done or failed to do, please inform us in writing. Cheltenham Archers will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days.

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.

This Privacy Notice was last updated 01/11/2021.