



Bowbrook Archers:
Privacy Notice
&
General Data Protection Regulation
(GDPR) Compliance.

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Ratified by:	AGM	
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BOWBROOK ARCHERS: PRIVACY NOTICE

1.00 What this privacy notices covers

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

2.00 Information we gather.

2.01 Bowbrook Archers operates the website www.bowbrook-archers.co.uk (the "Website"), and our Facebook page (Bowbrook Archers – Members Page).

2.02 Bowbrook Archers is a data controller under the data protection rules and our Data Protection Officer is our Club Secretary, contact details on the website.

2.03 Bowbrook Archers gathers certain information about you. Information about you is also used by our affiliated entities, namely ArcheryGB, Shropshire Archery Society (SAS), and West Midlands Archery Society (WMAS).

2.04 We collect information in the following ways:

3.00 Information you give us.

3.01 When you become a member of Bowbrook Archers you will give us information. Information may include your name, date of birth, postal address, email address, phone number, your archery associated qualifications (Coaching, First Aid, DBS).

4.00 **Photography.**

- 4.01 We do not permit photography, unless the identifiable individuals in the photograph have given permission. We will not use any photograph in any of our media – noticeboards, website, Facebook – without the Contributor confirming they have explicit permission from identifiable individuals.
- 4.02 Should you prefer not to have your photograph taken, for any reason, simply inform any photographer.
- 4.03 At all Bowbrook organised Competitions entered by Entry Form, there is the opportunity to declare you do not wish to be photographed. At the events, all photographers are required to register, and will be issued with a Bowbrook Photographer's Badge, to be worn prominently. On the day, individuals not wishing to be photographed will be issued with a wrist-band, to assist identification.
- 4.04 Should, despite our best efforts, you see your photograph and wish for it to be removed, please email the webmaster@bowbrook-archers.co.uk

5.0 **Information we get from your use of our Website and services.**

- 5.01 Each time you visit our Website, we may automatically collect certain information. This information includes technical information, such as Internet Protocol (IP) addresses used to connect your computer to the internet, your login information, browser type and version, browser plug-in types and versions, operating system and platform and information relating to what pages you have viewed (e.g. using cookies as described further below);
- 5.02 When you enter competitions the following information may be collected and shared with tournament organisers, scoring systems and results may be published: First Name, Surname, Gender, Bow style, 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.

6.0 How we may use your information

- 6.01 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 Bowbrook Archers, we have a legitimate organisational interest to use your information to respond to you and enhance your experience of being a Club member.
- 6.02 We may use your information for a number of purposes including the following:
- 6.02.1 Compliance with legal, regulatory and corporate governance obligations and good practice
 - 6.02.2 To provide you with information about our work or our activities that you have agreed to receive.
 - 6.02.3 To promote the smooth running of Bowbrook Archers. This will include sharing your contact details with Bowbrook Archers Committee Members, who will only use your contact details in order to promote the running of the Club.
 - 6.02.4 Administer the sport of Archery, for instance by organising tournaments.
- 6.03 We will use the information we get from your use of our Website and services to:
- 6.03.1 administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - 6.03.2 improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
 - 6.03.3 as part of our efforts to keep our Website safe and secure; and
 - 6.03.4 any other reasonable purposes of Bowbrook Archers, acting always in accordance with the data protection law (as amended from time to time).

7.0 Information Sharing and Disclosure

7.1 Where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please email: secretary@bowbrook-archers.co.uk

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

7.2.1 Associate bodies such as ArcheryGB, Shropshire Archery Society (SAS), West Midlands Archery Society (WMAS), and other Archery 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.

7.3 We may disclose your personal information to third parties:

7.3.1 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), or in order to enforce or apply other agreements; or

7.3.2 to protect the rights, property, or safety of Bowbrook Archers, Our Members, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction. No data outside of EEA.

7.4 We require these third parties to comply strictly with our instructions and data protection laws.

8.0 Users under 18

8.1 If you are under 18 and would like to get involved, 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 we will make it very clear as to the reasons for collecting this data and how it will be used.

9.0 Keeping your records

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

10.0 Where we may store your information

- 10.1 The data that we collect from you will be transferred to, and stored at the Club Secretary's and Membership Secretary's home address (see website for details) and online systems.
- 10.2 By submitting your personal data, you agree to this transfer, storing or processing.
- 10.3 Bowbrook Archers will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.
- 10.4 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.

11.0 Your rights

- 11.1 You have the right to:

- 11.1.1 have any inaccuracies in your data corrected. If you would like to update the details we hold about you other than online, please contact our Data Protection Officer (Club Secretary) via telephone, email or by letter.
- 11.1.2 request that we delete your personal data.
- 11.1.3 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 Data Protection Officer and we will respond within one month, of receipt of your written request and confirmed ID. Please provide as much information as possible about the nature of your contact with us to help us locate your records. This request is free of charge unless the request is manifestly unfounded or excessive.

12.0 **Your obligations.**

12.1 In order for Bowbrook Archers to maintain your personal records correctly, it is your responsibility to advise the Club Secretary of any changes in your information, including address, email contact details, telephone number, Archery related qualifications (DBS / Coaching / First Aid etc.) and so on.

13.0 **Changes to this notice and the way we treat personal information**

13.1 We may update the terms of this privacy notice at any time, so please do check it from time to time.

13.2 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.

14.0 **Enquires and Complaints**

14.1 The Data Protection Officer is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing or email.

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

14.3 All complaints should be sent to The Club Secretary (contact details on Website)

14.4 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/>.

15.0 **The relationship between you, Bowbrook Archers and ArcheryGB.**

15.1 When you join / re-join Bowbrook Archers, your personal details are necessarily shared with ArcheryGB.

Bowbrook Archers

15.2 ArcheryGB fully complies with the Data Protection Legislation, and request that we provide the following for Members:

15.2.1 *“When you become a member of or renew your membership with Bowbrook Archers you will automatically be registered as a member of Archery GB and the SAS and WMAS. We will provide Archery GB with your personal data which they will use to enable access to an online portal for you (<https://agb.sport80.com>) which, amongst other things, allows you to set and amend your privacy settings. If you have any questions about the continuing privacy of your personal data when it is shared with Archery GB, please contact gdpr@archerygb.org.”*

15.3 Each Membership application / renewal application will, on behalf of ArcheryGB, include the following:

15.3.1 *“Would you like to continue to hear from us (Archery GB) about our latest news including our quarterly magazine, ways in which you can support us and membership benefits available? If so, please tick below to let us know how you would like to hear from us and confirm you contact details:*

1) Magazine Yes [] No []

2) Email Newsletter Yes [] No []

3) Membership benefits / offers by email Yes [] No []

15.3.2 *“We will keep your details safe, and you can unsubscribe or change your preferences at <https://agb.sport80.com> “*

/end: <https://agb.sport80.com>