

## **ABBEY BOWMEN (HERTS)**

### **PRIVACY NOTICE**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice explains how we comply with the law on data protection and what your rights are.

This notice applies to our current and former members. This notice does not form part of any contract of employment or other contract to provide services.

References to **we**, **our** or **us** in this privacy notice are to Abbey Bowmen (Herts) affiliated to Archery GB, Southern Counties Archery Society (SCAS) and Hertfordshire Archery Association (HAA).

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Data Protection Compliance Manager has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice. For the purposes of data protection we act as a data controller for your personal information.

#### **1. PERSONAL INFORMATION**

When you interact with us in relation to your membership with us, you may provide us with or we may obtain **personal information** about you, such as information regarding your:

- contact details such as name, title, address, telephone numbers, email addresses and emergency contact details
- date of birth
- age category
- gender
- attendance history
- membership type
- Archery GB membership number
- member's affiliation to Southern Counties Archery Society (SCAS) and/or Hertfordshire Archery Association (HAA)
- club subscription details
- date membership started

#### **2. SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your race or ethnicity
- information about your health, including any medical condition

We may not collect all of the above types of special category information about you. In relation to the special category personal data that we do process we do so based on your explicit consent.

In the table below we refer to these as the "special category reasons for processing of your personal data".

#### **3. WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information about members through the application and renewal processes, but also through beginners' course applications, and requests to join our expressions of interest list for beginners' courses.

If you are providing us with details of emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "Your rights in relation to personal information" section below.

#### **4. USES MADE OF YOUR PERSONAL INFORMATION**

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

<b>Purpose</b>	<b>Personal information used</b>	<b>Lawful basis</b>
<b>Non- 'special categories' of Personal Information</b>		
<b>Applying to be a member of the club</b>	All the personal information we collect for the purposes of the application or renewal process	We need this information to be able to perform and administer the membership process for you  We have a legitimate interest to run and manage our club.
<b>Applying for a place on a beginners' course</b>	All the personal information we collect for the purposes of processing a beginners' course application.	We need this information to be able to perform and administer the beginners' course.  This is necessary to enter into a contract with you.
<b>Joining the beginners' course interest list</b>	Name, age, email address and phone number to support the management of the beginners' course interest list	We need this information to be able to perform and administer the beginners' course waiting list.  This is necessary to enter into a contract with you.
<b>Images taken for publicity purposes.</b>	Photos and videos we take as part of club activities.	We will obtain consent for this information via relevant forms (e.g. from the membership form, renewal form, or on event specific consent forms)
<b>Publication of club news to private and public channels (e.g. newsletter, website, Facebook, and other social media channels)</b>	Name, age category and gender	We will obtain consent for this information via relevant forms (e.g. from the membership form, renewal form)
<b>Submission of league scores to league organisers</b>	Name, age category and gender	We will obtain consent for this information via the membership and renewal forms.
<b>'Special categories' of Personal Information or criminal records</b>		
<b>We will use information about your physical or mental health, or disability status, to ensure your health and safety while participating in archery.</b>	Information about your health.	We have a legitimate interest as this data is necessary to protect your vital interests.

For some of your personal information you will have a legal, contractual or other requirement or obligation to provide us with your personal information. If you do not provide the requested personal information, we may not be able to accept your application or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate any existing contract or membership arrangement. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the **"Contacting us"** section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on basis other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you.

## 5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share some of the personal information with the following parties:

- Archery GB / Southern Counties Archery Society (SCAS) / Hertfordshire Archery Association (HAA): for purposes of maintaining your membership registration details and entering leagues run by Archery GB / SCAS / HAA.
- Perris Archery: for the purpose of entering the Perris junior indoor league.
- Club committee, and non-committee roles (e.g. coaches and beginner course volunteers): for the purposes of running the club and development of your archery.
- Club members and friends of Abbey Bowmen: for the purposes of sharing achievements.
- Other 3rd parties who provide services to the club such as record keeping (e.g. Golden Records) and member portals (e.g. our website provider)

We share special category data with the following parties:

- Committee, coaches and beginner course volunteers: for the purposes of health and safety while participating in archery.

It is our policy not to disclose personal information to anyone else except as set out above. However, we reserve the right to disclose your personal information to authorised third parties:

- If 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
- To protect the rights, property, or safety of Abbey Bowmen (Herts) archery club, our members, or others

## 6. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The personal information we collect may be transferred to and stored in countries outside of the UK and the European Union. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third party processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws. For further details please contact us by using the details set out in the **"Contacting us"** section below.

## 7. **HOW LONG WE KEEP PERSONAL INFORMATION FOR**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of one year after your membership ends. Exceptions to this rule are:

- Data to be retained as a record of the club's history (e.g. name, gender, age category, membership type and photos/videos as a record of the club's history).

- Scores and competition results
- Correspondence and reports, particularly in relation to any kind of dispute or disciplinary issue

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you move home or change your phone number or email address. To do this contact the Membership Secretary ([membership@abbeybowmen.org](mailto:membership@abbeybowmen.org)) or you may be able to update some of the personal information we hold about you through a membership portal. Alternatively contact us using the details in paragraph 10.

## 8. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used
- the right to access the personal information we hold about you
- the right to request the correction of inaccurate personal information we hold about you
- the right to request the erasure of your personal information in certain limited circumstances
- the right to restrict processing of your personal information where certain requirements are met
- the right to object to the processing of your personal information
- the right to request that we transfer elements of your data either to you or another service provider
- the right to object to certain automated decision-making processes using your personal information

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

## 9. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

## 10. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email [chair@abbeybowmen.org](mailto:chair@abbeybowmen.org).

**Version dated July 2019**