



Redditch and Bromsgrove Company of Archers Privacy Notice

What this privacy notice covers

Redditch and Bromsgrove Company of Archers (RBCoA) is committed to protecting your personal information. In this notice, references to, 'we' or 'us' means 'Redditch and Bromsgrove Company of Archers'. This notice explains how we collect and use and store the personal information about you.

Who we are

RBCoA is a non for profit archery club operated and administered by the committee of volunteer members and affiliated to the Grand National Archery Society who trade as Archery GB.

Archery GB is the national governing body for archery in Great Britain. Archery GB is responsible for all levels of archery within the UK from elite to development level. Archery GB is the Umbrella organisation for English Archery Association, Archery Northern Ireland, Scottish Archery and Welsh Archery Association.

RBCoA operates the website www.redditcharchers.org

RBCoA is a data controller under the data protection rules. Our Data Protection Officer duties are shared between the members of the committee and they are contactable by email through the club secretary at rcoasecretary@btinternet.com or by letter at:

RBCoA Club Secretary
Westside Cottage,
Holt End,
Beoley,
Worcestershire,
B98 9BA

Information we gather

RBCoA gathers certain information about you. Information about you is also used by our affiliated entities, namely National (Archery GB), county and regional associations.

We collect information in the following ways:

1. Information you give us

When you become a member of RBCoA you will give us information. You may also give us information when using our Website, when entering a competition or partaking in a beginners course organised by us. Information may include your name, date of birth, postal address, email address, phone numbers, disabilities, your Archery GB membership number and any archery qualifications, award history and any CRB / DBS / PVG checks that have been undertaken.

When you enter competitions organised by us the following information may be collected and shared with tournament organisers, scoring systems and results may be published: Membership Number, 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.

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.

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

Each time you visit our Website, our service provider (Wix.com) 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 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).

3. Information about you from third parties

We work closely with third parties (including, for example, analytics providers and search information providers) and may receive information about you from them.

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 Redditch and Bromsgrove Company of Archers, we have a legitimate organisational interest to use your information to respond to you and give you the benefits 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 email about RBCoA notices and events.

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

We will use the information we get from your use of our Website and services:

1. to administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
2. to improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
3. to allow you to participate in interactive features of our service, when you choose to do so;
4. as part of our efforts to keep our Website safe and secure;
5. for any other reasonable purposes of Redditch and Bromsgrove Company of Archers, acting always in accordance with the data protection law (as amended from time to time).

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, including but not limited to any changes to the Member Benefits;
4. ensure that content from our Website is presented in the most effective manner for you and for your computer; and
5. any other reasonable purposes of Archery GB, acting always in accordance with the data protection law (as amended from time to time).

Information Sharing and Disclosure

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

1. Associate bodies such as National, County and Region 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.

Archery GB will use the data we provide to enable access to an online portal at <https://agb.sport80.com> which you can use among other things to review and set your privacy settings

You can review Archery GB's Privacy Policy at <http://www.archerygb.org/privacy-policy/>

If you have any questions regarding the continuing privacy of your personal data when it is shared with Archery GB, please contact gdpr@archerygb.org

We may disclose your personal information to third parties:

1. 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
2. To protect the rights, property, or safety of Redditch and Bromsgrove Company of Archers, Our Members, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection. No data will be shared by us outside of the European Economic Area (EEA).

We require these third parties to comply strictly with our instructions and data protection laws and we will make sure that appropriate controls are in place.

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 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.

Keeping your records

We keep your records only for as long as we need to administer your membership or are required to comply with legal requirements, insurance requirements, and tax and accounting rules.

We will delete your membership and shooting records 6 months following failure to renew your membership unless we have legitimate interest in keeping a subset of those records for longer, for example if you hold a club record or trophy.

We may retain non identifiable data for statistical purposes for longer than 6 years.

Where we may store your information

The data that we collect from you will be stored by the membership secretary and shared with officers of the committee on an as needed basis who may in turn store a subset of the data you provide.

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

RBCoA will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice. In particular all stored and transmitted data will be encrypted using a password and all paper data will be secured in lockable containers.

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 the committee through the club secretary at rcoasecretary@btinternet.com
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.

In order to action items 2 and 3, we will require you to prove your identity with two pieces of approved identification. Please address requests to the committee, via the club secretary, 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.

If you request the deletion of data required to maintain and manage your membership of RBCoA such as your name address or date of birth then your membership will be deemed to have been cancelled by you and any such actions needed to effect this change of status will be initiated.

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. By continuing to use our Website you will be deemed to have accepted such changes.

Enquires and Complaints

The Committee, through the club secretary, is 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. RBCoA will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days

All complaints should be sent to:

RBCoA Club Secretary
Westside Cottage,
Holt End,
Beoley,
Worcestershire,
B98 9BA

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.