

## PRIVACY NOTICE

### 1. What this Privacy Notice covers

Ledbury Archery Club is committed to protecting your personal information. In this notice, references to 'we' or 'us' mean Ledbury Archery Club. This notice explains how we collect and use the personal information about you.

### 2. Who we are

Ledbury Archery Club is an unincorporated association, run by its members. It is a not-for-profit organisation with the principal objective to promote and encourage participation in the sport of Archery.

The Club is affiliated to

- Archery GB (the trading name of the Grand National Archery Society)
- The West Midlands Archery Society
- The County of Herefordshire Archery Association

We operate the website [www.ledburyarcheryclub.org](http://www.ledburyarcheryclub.org) (the "Website").

Ledbury Archery Club is a data controller under the data protection rules and our Data Protection Officer (DPO) is Mark Beaumont, contactable at; "Lawnswood", Ledbury Road, Wellington Heath, Ledbury, Herefordshire HR8 1ND or email: [LACArchery@gmail.com](mailto:LACArchery@gmail.com)

### 3. Information we gather

Ledbury Archery Club collects certain information about you. Information about you is also used by the bodies to whom we are affiliated as referred to in Section 2 above.

We collect information in the following ways:

- i. Information you give us.  
When you become a member of Ledbury Archery Club you will give us information. Information may include your name, date of birth, postal address, email address, phone number, financial and credit card information, a personal description, disability, ethnicity, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken and a photograph.

You may also give us information when using our Website or Membership systems.

When you enter competitions, the following information may be collected and shared with tournament organisers and within 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 information.

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

#### **4. How we may use your information**

We rely on the basis of legitimate interest to use your personal information in some circumstances. For example, when you apply to become a member of Ledbury Archery Club, join our courses or enter our tournaments or competitions.

We have a legitimate organisational interest to use your information to respond to you, keep you informed about us and our goods and services and to give you the benefits of being a member.

We also rely on obtaining your consent to use your personal information in some circumstances. For example, we may seek your consent to receive marketing via email and post from Archery GB.

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

- i. compliance with legal, regulatory and corporate governance obligations and good practice;
- ii. to provide you with information about our work or our activities that you have agreed to receive;
- iii. to ensure we know how you prefer to be contacted;
- iv. to keep a record of your relationship with us.

We will use the information you give us to:

- i. perform services you have requested such as
  - a. providing membership benefits, including information about our activities and events and to offer our goods and services for example our Club clothing and indoor archery sessions
  - b. providing archery courses and have-a-go sessions
  - c. entries into competitions and tournaments;
- ii. provide you with information about other goods and services that we offer that are similar to those that you have already purchased or enquired about;
- iii. notify you about changes to our service, including but not limited to any changes to the Member Benefits;
- iv. ensure that content from our Website is presented in the most effective manner for you and for your computer; and
- v. any other reasonable purposes of Ledbury Archery Club, acting always in accordance with applicable data protection law (as amended from time to time).

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

- i. to administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- ii. to improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
- iii. to allow you to participate in interactive features of our service, when you choose to do so;
- iv. as part of our efforts to keep our Website safe and secure;
- v. for any other reasonable purposes of Ledbury Archery Club, acting always in accordance with the data protection law (as amended from time to time).

## **5. Information Sharing and Disclosure**

We may share your information with the following third parties:

- i. The bodies with whom we are affiliated as referred to in Section 2 above in order that they may communicate with you regarding archery, manage your membership, provide services or to allow the associate bodies to manage the running and promotion of the sport.
- ii. Analytics and search engine providers that assist us in the improvement and optimisation of our website.

We will not share your personal information for marketing purposes with any other third parties.

We may disclose your personal information to third parties:

- i. If we are under a duty to disclose or share 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
- ii. to protect the rights, property, or safety of Ledbury Archery Club, our Members, or others. No data will be held outside of the European Economic Area.

## **6. 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.

## **7. 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.

Ledbury Archery Club will normally expect to delete all your personal information after six (6) months of membership lapse unless specifically advised in writing by yourself to the DPO, that you wish such information to be retained. Some personal information may be retained after this period by bodies with whom we are affiliated as referred to in Section 2 above.

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

The data that we collect from you may in whole or part be transferred to, stored and processed by the bodies with whom we are affiliated as referred to in Section 2 above in the UK and in online systems under control of Ledbury Archery Club and its officers.

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

Ledbury Archery 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 and we require that you do not share it with anyone.

## **9. Your rights**

You have the right to:

- i. 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 via email or by letter.
- ii. Request that we delete your personal data.
- iii. Request that we do not process your personal data for marketing purposes. You can unsubscribe from any of our mailing lists at any time using the unsubscribe link included in email communications or by contacting our Data Protection Officer as detailed in Section 2 above.
- iv. Object to the processing of your data on grounds relating to your personal situation where we rely on the legitimate interest basis to process your personal information.
- v. Request a copy of the personal information we hold about you. We require you to prove your identity with two pieces of approved identification if requested to do so. 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.

## **10. 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. If we make any significant changes in the way we treat your personal information we will contact you directly.

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.

## **11. Enquiries and Complaints**

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

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

All complaints should be sent to:

Mark Beaumont  
Ledbury Archery Club / Data Protection  
"Lawnswood"  
Ledbury Road  
Wellington Heath  
Ledbury  
Herefordshire HR8 1ND

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/>.

*This Privacy Notice was last updated March 2019.*