



## SEVERN ARCHERS ARCHERY CLUB PRIVACY NOTICE

### What this privacy notices covers

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

### Who we are

Severn Archers Archery Club is a Club by Association operated and administered by the Severn Archers Archery Club elected committee under its constitution.

Severn Archers Archery Club operates the website [www.severnarchers.co.uk](http://www.severnarchers.co.uk) (the "Website").

Severn Archers Archery Club is affiliated to the Grand National Archery Society, trading as Archers Archery GB. As such you should also refer to the Archery GB privacy policy which can be found on their website [www.archerygb.org](http://www.archerygb.org)

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.

### Information we gather.

Severn Archers Archery Club gathers certain information about you. Information about you is also used by our affiliated entities, county and regional associations, and Archery GB.

We collect information in the following ways:

### Information you give us.

When you become a member of Severn Archers Archery Club you will give us information. Information may include your name, date of birth, postal address, email address, phone number, a personal description, disability, ethnicity, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken. You may also give us information about your nominated emergency contact. It is your responsibility to ensure that that person has approved you giving Severn Archers Archery Club their information.

### 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 (e.g. using cookies as described further below);

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.

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.

### Information about you from third parties.

We may work with third parties (including, for example, business partners, associate bodies, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, 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 Severn Archers Archery Club, 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 information about Severn Archers Archery Club.

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;
3. Building profiles

We use profiling to ensure communications are relevant and timely, and to provide an improved experience for our members and individuals who we may have a formal relationship with such as Coaches. Profiling allows us to evaluate and therefore understand our members and individuals who we may have a formal relationship with such as Coaches using appropriate analysis. We do this because it helps us to make appropriate communications to our members and those individuals who we have a formal relationship with.

When building a profile, we may analyse geographic, demographic and other information relating to you in order to better understand your interests and preferences in order to contact you with the most relevant communications. We may use additional information from third party sources when it is available. Such information is compiled using publicly available data.

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



1. administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
2. improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
3. 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. measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
6. make suggestions and recommendations to you and other users of our Website about goods or services that may interest you or them; and
7. any other reasonable purposes of Severn Archers Archery Club, 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. 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;
4. we do not pass on your data to third parties for marketing purposes.
5. notify you about changes to our service, including but not limited to any changes to the Member Benefits;
6. ensure that content from our Website is presented in the most effective manner for you and for your computer; and
7. any other reasonable purposes of Severn Archers Archery Club, acting always in accordance with the data protection law (as amended from time to time).

## Marketing

We may contact you for marketing purposes by email. By subscribing to Severn Archers Archery Club, you grant us the right to use the email for both email marketing purposes and advertisement about Severn Archers Archery Club activities and services.

We may include information from other organisations in these communications.

It is your choice as to whether you want to receive information about Severn Archers Archery Club, how we raise funds and the ways you can get involved

## Information Sharing and Disclosure

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

1. Archery GB in order to register you as a member. This is mandatory requirement of Archery GB and of being a member of the Severn Archers Archery Club.
2. County to register you as a member. This is mandatory requirement of Archery GB and of being a member of the Severn Archers Archery Club.

We may disclose your personal information to third parties:

1. In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
2. If Severn Archers Archery Club or substantially all of its assets are acquired by a third party, in which case personal data held by it about individuals who have applied for Membership (whether successfully or unsuccessfully) will be one of the transferred assets;
3. 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
4. to protect the rights, property, or safety of Severn Archers Archery Club, 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.

In these cases, 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, or Archery GB on our behalf, will enter into contracts with all of our data processors and regularly monitor their activities to ensure they are complying with Severn Archers Archery Club's policies and procedures.

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 years of age 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 years of age 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 records only for as long as required to operate the service in accordance with legal requirements and tax and accounting rules.

We may retain non identifiable data for statistical purposes for longer than 5 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Severn Archers Archery Club and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or [in the event of a claim against Severn Archers Archery Club].

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

The data that we collect from you will be transferred to, and stored at Severn Archers Archery Club's range and online systems.

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

Severn Archers 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. We ask you not to share a password with anyone.

### **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 other than online, please contact our Club Secretary via telephone, email or by letter.
2. Request that we delete your personal data.
3. Object to profiling. Profiling is any automated processing of personal data to evaluate any feature of your behaviour preference or location, including online tracking and behavioural advertising.
4. Request that we do not process your personal data for marketing purposes.
5. 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. Please address requests to 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.

### **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 Services you will be deemed to have accepted such changes.

### **Enquires and Complaints**

The Club Secretary is the first point of contact regarding any enquires arising from this Privacy Notice.

All complaints should be sent to:

The Club Secretary

Severn Archers Archery Club

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.