

# Gwent County Archery Association

## Privacy Policy

Gwent County Archery Association is committed to protecting your personal information. In this Policy Statement references to 'we' or 'us' means Gwent County Archery Association or GCAA. This Policy Statement explains how we collect and use the personal information about you.

### Who we are

Gwent County Archery Association is the ArcheryGB County Organisation in South Wales And affiliated to the Welsh Archery Association (WAA).

Gwent County Archery Association operates the website <http://www.gwentarchery.co.uk/> (the "Website").

Gwent County Archery Association is a data controller under the data protection rules and our Data Protection

Officer is the current County Secretary and is contactable by letter at Gwent County Archery Association, C/o The current secretary

### Information we gather

Gwent County Archery Association gathers certain information about you. Information about you is also used by our affiliated entities, namely local archery clubs and regional associations.

### We collect information in the following ways:

#### Information you give us

When you become a member of Gwent County Archery Association you will give us information. Information may include your name, date of birth, postal address, email address, phone number, financial and credit card information, details of any disability, your archery qualifications, award history, a photograph and CRB / DBS / PVG checks that have been undertaken.

When you enter competitions, 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) and Disability information.

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.

#### 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 Gwent County Archery Association, we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member as explained on the Website regarding features of being a member.

We also rely on obtaining your consent to use your personal information.

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

- Compliance with legal, club governance obligations and good practice,
- To provide you with information about our work or our activities,
- To ensure we know how you prefer to be contacted, and
- To keep a record of your relationship with us.

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

- administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
- as part of our efforts to keep our Website safe and secure; and
- any other reasonable purposes of Gwent County Archery Association , acting always in accordance with the data protection law (as amended from time to time).

We will use the information you give us to:

- perform services you have requested (such as providing you with Membership Benefits or providing you with information for which you have asked);
- administer the sport of Archery, for instance, by organising tournaments;
- notify you about changes to our service, including but not limited to any changes to the Member Benefits;
- ensure that content from our Website is presented in the most effective manner for you and for your computer; and
- any other reasonable purposes of Gwent County Archery Association , 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:

Associate bodies such as Archery GB, Region 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.

We may disclose your personal information to third parties:

- 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
- to protect the rights, property, or safety of Gwent County Archery Association, our members, or others.

This includes exchanging information with other organisations for the purposes of fraud protection and credit risk reduction. No data outside of EEA.

### Users under 18

If you are under 18 and wish to obtain or renew your membership of Gwent County Archery Association or

participate in tournaments organised by Gwent County Archery Association, 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 a young person aged under 18 years 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.

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

We will keep certain personal information about members for longer, in order to confirm your identity and communicate the fact and the years of your membership of Gwent County Archery Association.

### Where we may store your information

The data that we collect from you will be transferred to and stored on manually kept records and personal computers under the control of club officer-holders and our Website.

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

Gwent County Archery Association will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

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:

- 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 telephone, email or by letter.
- Request that we delete your personal data.
- Request a copy of the personal information we hold about you. We require you to prove your identity with two pieces of appropriate identification. Please address requests to the Data Protection Officer and we will respond within 30 days 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 the way we treat personal information

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 Data Protection Officer is the first point of contact regarding any enquires arising from this Privacy Policy. 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. Gwent County Archery Association will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 30 working days

All complaints should be sent by letter to: Gwent County Archery Association, c/o The current secretary

You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information. This complaint is to be made using their online form which can be found on their website at: <https://ico.org.uk/concerns/handling/>.

## Changes to this Privacy Policy

We may change this Privacy Policy at any time, so please do review it from time to time. If we make any significant changes in the way we treat your personal information we will contact you directly.