

**CHESHIRE ARCHERY ASSOCIATION  
PRIVACY NOTICE FOR OUR MEMBERS**

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 applies to you if you are a member of a Cheshire Archery Club, and therefore part of this association. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **CHESHIRE ARCHERY ASSOCIATION (CAA)**.

We have appointed a Data Protection Officer (Carol Bladen) to oversee our compliance with data protection in accordance with the current guidelines.

**1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

When you join a Cheshire Archery Club, you become a member of this association. We do not routinely collect **personal information** about you, but we **may** need some personal data in some circumstances such as:

- personal contact details that allows us to contact you directly such as name, title, postal and email addresses and telephone numbers;
- records and assessment of any competition results;
- records of any County Records that you may hold;
- records of the winners of county championships and awards;
- records of coaches available within the county's clubs;
- any disciplinary and grievance information;

**2. WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information from you as an individual, from the county records officer (for county awards and records), from the county tournament officer (for results of county championships and county matches), from the county coaching officer (for details of coaches within the county) and from the county judging officer (for details of judges within the county). This is done on an "as needed" basis only and is held with your consent.

**3. USES MADE OF THE 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>To administer any details you have with us (for committee members, for example) and managing our relationship with you, including dealing county meetings</b>	All contact and details,	This is necessary to enable us to properly manage and administer the running of the county committee and its workings.
<b>To answer your queries or complaints</b>	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.

<b>Retention of county records, awards and tournament results</b>	Names, dates of records and/or results.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage the county records.
<b>The security of our IT systems</b>	Usage of our IT systems (website) and online portals. (numbers only)	We have a legitimate interest to ensure that our IT systems are secure.
<b>For the purposes of promoting the county, our events and tournaments.</b>	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
<b>To comply with health and safety requirements</b>	Any information relating to the safety of the county members	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport.
<b>To administer your attendance at any courses or programmes you sign up to (for example coaching courses)</b>	All contact and membership details, transaction and payment data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.
<b>To gather evidence for possible grievance or disciplinary hearings</b>	All the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.
<b>To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements</b>	Information about your criminal convictions and offences (DBS checks) for coaching and judging only, this does <b>NOT</b> apply to members in general	For criminal records history we process it on the basis of legal obligations or based on your explicit consent. This is done by the coaching officers of the county

Where the county association does hold any of your personal data, this is for specific and legitimate purposes only and will be the minimum required. County records, awards and results of tournaments will need your name, gender, bow style, age or age category if appropriate and the name and date of the event or record. These will be held in perpetuity as the county has a legitimate interest in preserving the history of the county association and its various competitions, awards and shooting records. Your consent will be required prospectively for the data needed for the upkeep of any new records, tournament results and awards given. Contact details (postal or e-mail address or phone number) may also be retained for as long as necessary for the return of trophies or awards and for queries relating to County Record claims. For

coaches and judges, your consent to your name being included on the county association website will be obtained prospectively.

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 bases 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 member benefits to you.

#### 4. **DIRECT MARKETING**

We will never contact you by email, post or text for the purposes of direct marketing and your information will never be sent to any third party for direct marketing.

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

We share personal information with the following parties:

- o **Any party approved by you.**
- o **To Archery GB, the national governing body for the sport covered by our club:** to allow them to properly administer the sport on a local, regional and national level.
- o **The Government or our regulators:** only if and when we are required to do so by law or to assist with their investigations or initiatives.
- o **Police, law enforcement and security services:** only when required to do so by law to assist with the investigation and prevention of crime and the protection of national security.

#### 6. **HOW LONG DO 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 no more than 5 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- o Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.
- o Information pertaining to the county association records of shooting Records, tournament results and winners and county awards. These will be kept in perpetuity to allow the county to maintain its historical accuracy and integrity.

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 change your phone number or email address. You may update some of the personal information we hold about you by contacting the county secretary or through your club secretary.

#### 7. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

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

- o the right to be informed about how your personal information is being used;

- o the right to access the personal information we hold about you;
- o the right to request the correction of inaccurate personal information we hold about you;
- o the right to request the erasure of your personal information in certain limited circumstances;
- o the right to restrict processing of your personal information where certain requirements are met;
- o the right to object to the processing of your personal information;
- o the right to request that we transfer elements of your data either to you or another service provider; and
- o 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.

## 8. **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.

## 9. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [coachingarchery@outlook.com](mailto:coachingarchery@outlook.com) or the Cheshire Archery Association secretary.

**Version dated 21<sup>st</sup> May 2018**

**Review due 21<sup>st</sup> May 2019**