

Tonbridge Archers Privacy Policy

Tonbridge Archers PRIVACY NOTICE

What this privacy notices covers

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

Who we are

Tonbridge Archers is a small and friendly archery club, formed in 1978. We have excellent shooting facilities provided by The Schools at Somerhill, Tonbridge. We meet twice a week for competition and practice, and members regularly enter competitions around the country.

Information we gather

Tonbridge Archers gathers certain information about you. Information about you is also shared with and used by entities to which we are affiliated, namely Archery GB (AGB), Kent Archery Association (KAA) and Southern Counties Archery Society (SCAS).

We collect information in the following ways:

Information you give us.

Information includes but is not limited to your name, gender, date of birth, postal address, email address, phone number, any relevant disability, AGB membership number and your archery qualifications. You may provide updates on this data at any time. You may also give us your bank account details if the club has to reimburse you for any reason.

You provide some or all of this information:

If you enquire about membership of the club or about joining a beginner's course

If you become a member of Tonbridge Archers.

If you join one of our courses.

If you enter a tournament organised by us

If you contact us for any other reason

Information we get from other clubs or organizations.

When you enter competitions the following and other information may be collected by the tournament organisers and published by them and shared with us: 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. Note that we only retain and process information obtained in this way about members of Tonbridge Archers and use it to maintain full shooting and award records.

If you transfer to us from another club or join us as an associate member your previous club may with your agreement provide us with your AGB number, your handicap and classification and other relevant information.

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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 Tonbridge Archers we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member (for example to tell club members that you too are a member and send you club notices and reminders).

We rely on obtaining your consent to use your personal information. For example, when you join Tonbridge Archers we will seek your consent to receive marketing via email and post from Archery GB even though you can use their website to supply and change this information.

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 Enrolling you into AGB, KAA and SCAS
- 3 Day to day management of the club, including but not limited to calculating annual membership fees, creating club membership cards or reimbursing expenses for any agreed expenditures made on the club's behalf
- 4 Maintain club members' shooting, handicap and classification records
- 5 Inform AGB, KAA and SCAS about members' scores, handicap and classification to claim achievement awards and to determine members' eligibility to shoot for National, County or regional teams
- 6 To provide you with information about club activities and club merchandise
- 7 To arrange and manage competitions that we organise

Information Sharing and Disclosure

We share your information with the following selected third parties:

- 1 Archery GB, Kent Archery Association and Southern Counties Archery Association. As an Archery GB associated club this is a necessary condition for membership of Tonbridge Archers. For details of their privacy policies they should be contacted direct.

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 (for example to government bodies and law enforcement agencies)
- 2 To protect the rights, property, or safety of Tonbridge Archers, Our Members, or others.
- 3 On your written request we might share information with other archery clubs or other third parties

We publish Target Lists and Results from competitions and tournaments that we organise

We publish photographs and Club Records information on our website

Our club Trophies may be inscribed with the names of winners and the years when they won the trophy.

Members under 18

If you are under 18 we require consent on all privacy issues from your parent or guardian.

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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.

Where we may store your information

The data that we collect from you may be retained, managed and processed by any of the officers of the club (ie the club President and the Club Committee members, whether they be elected or appointed).

By giving positive agreement and submitting your personal data, you agree to this retention, management and processing.

Tonbridge Archers will take reasonable steps to ensure that your data is treated securely and in accordance with this Privacy Notice.

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 our Data Controller.
- 2 Request that we delete your personal data. Note that for club members such a request is treated as a resignation from the club.
- 3 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 Data Controller 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 Website you will be deemed to have accepted such changes.

Enquires and Complaints

The Data Controller is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires via the website.

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

All complaints should be submitted via our website.

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.

This Privacy Notice was last updated 1/5/2018.