

Scunthorpe and District Airgun Club

General Data Protection Regulations Privacy Policy

About this policy

This policy explains when and why we, **Scunthorpe and District Airgun Club**, collect personal information about our members and how we use it; keep it secure and club member's rights in relation to it. This includes visitors and guests. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Club website. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible person

For the purposes of the GDPR, The Club Secretary will be the "controller" of all personal data we hold about club members and others. The Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Club Committee.

Specific use and sharing of personal information In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news/work at the club/range closure, competition entries/results and other important notices etc. Your name/address and email address may be shared with our current National Governing Body (NSRA). Your personal data will not be passed to anyone else outside the club and your email will only be given to someone outside the club with your permission.

The Lawful reasons for processing your data.

We have two lawful reasons for processing your data, which are:

(a) Processing of your data is necessary for the administration of your membership contract.

(b) You have given consent to the processing of your data by signing a membership application form which includes our privacy statement for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

What Information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

Data processed under our legal obligation - None

Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Member's address, telephone numbers, e-mail address	Managing the Member's membership of the Club and club insurance purposes.	Committee and associated working groups National Governing Bodies and other shooting organisations such as the NSRA.
Year membership commenced.	Managing the Member's membership of the Club and club insurance purposes.	
Date of birth / age related information.	Managing membership categories which are age related.	
Gender.	Provision of adequate facilities for members.	
Section 21 declaration	Ensuring individual compliance with legislation	

Data processed with your consent

The club will seek consent in the application form before processing any information as outlined below.

Type of information	Purpose	Shared with
Member's address, telephone numbers, e-mail address	Managing the Member's membership of the Club.	National Governing Bodies and other shooting organisations such as the NSRA. Competition management organisations
Date of birth / age related information.	Managing membership categories which are age related. Age related competition opportunities	
Gender.	Provision of adequate facilities for members. Gender related competition opportunities	
Photos and videos of members and their firearms	Putting on the Club's website and social media pages and using in press releases.	With permission of the members in each instance.
Member's name, address, telephone numbers, e-mail address	Website access and newsletter distribution competition information/results	

The club may be asked to share personal information we process about an individual and the name, address and email address with an appropriate National Governing Body (NGB). These include the NSRA.

Enquiries and other communications with the club

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis. People added to a club waiting list for membership will be informed and asked for permission to store that data at that point.

Children

Parents or guardians signing the full membership form are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

The Data Controller will process membership information electronically and hold on Google Drive using Multi-Factor Authentication for secure access. . Paper copies of data will be held at the secretary's house and secured by door lock. If it is necessary to transport data it will be kept secure. Basic information for each member such as name, date of birth and email address will be held by the NSRA on their secure site. For any on-line payments which we take from members, probationers, visitors and guests we will use a recognised online secure payment system.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

Request to see your personal information

If you wish to know what personal data the club holds please email the Secretary and he/she will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the Secretary informed of changes to their data (e.g. address/telephone number etc. and this is updated at least once a year at renewal and you are at that time authorising the club to hold such data on file.

The data is kept on file. The data will be normally be kept for two years after a member's decision not to renew membership. Basic information for each member such as name, date of birth and email address will be held by the NSRA on their secure site. This site will be reviewed annually and details of members who do not renew their club subscription will be deleted from the NSRA site.

Members' names and their period of membership will be held for 20 years to comply with insurance management. Details of historical significance may be kept indefinitely – details of trophies, plaques and other awards.