

Privacy Policy

Welland Valley Archers PRIVACY NOTICE

What this privacy notices covers

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

Information we gather.

Welland Valley Archers gathers certain information about you. Information about you is also used by Archery GB, county and regional associations.

We collect information in the following ways:

Information you give us.

When you become a member, volunteer or customer of Welland Valley Archers you will give us information. You may also give us information when using our Website or Membership system. Information may include your name, date of birth, postal address, email address, phone number, disability, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken and a photograph.

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 Welland Valley Archers, 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. For example, we will seek your consent to receive marketing via email and post about Welland Valley Archers.

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;

We 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 Instructors. We do this because it helps us to make appropriate communications to our members and those individuals who we have a formal relationship with.

We:-

1. Ensure we know how you prefer to be contacted
2. Keep a record of your relationship with us.

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. where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this.
5. It is your choice as to whether you want to receive information about changes to our club, including but not limited to any changes to the Member Benefits;
6. ensure that our Website is presented in the most effective manner for you and for your computer; and
7. any other reasonable purposes of Welland Valley Archers, 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:

1. Associate bodies such as County, Region and 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:

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; or
2. to protect the rights, property, or safety of Welland Valley Archers, 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.

We require these third parties to comply strictly with our instructions and data protection laws.

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, 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 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 club in accordance with legal requirements and tax and accounting rules.

We may retain non identifiable data for statistical purposes for longer than 6 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Welland Valley Archers 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 Welland Valley Archers].

Where we may store your information

The data that we collect from you will be transferred to, and stored in Welland Valley Archers's online system, with local back up controlled by the executive committee.

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

Welland Valley Archers will take all steps reasonably necessary 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 Secretary.
2. Request that we delete your personal data.
3. Request that we do not process your personal data for marketing purposes.
4. 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 Protection Officer 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.

Enquiries and Complaints

The secretary is the first point of contact regarding any enquiries arising from this Privacy Notice.

If you are unhappy with our work or something that we have done or failed to do, please inform us in writing. Welland Valley Archers will acknowledge receipt of all complaints and will endeavour to investigate the complaint within the legal requirement.

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.