



Privacy notice

Introduction

Personal data is protected in accordance with data protection laws and used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to “we”, “us” or “our”, we mean **Green Dragon Bowmen**.

“The Club” also refers to **Green Dragon Bowmen**.

The Club is a Data Controller as defined in the Data Protection Act 2018.

Members of the Club’s Committee from time to time are Data Processors as defined in the Data Protection Act 2018.

What personal data we collect

Personal details that we obtain from you includes any/all of the following pertaining to you and/or your child(ren):

- name(s)
- date(s) of birth
- postal address
- email address
- telephone number(s)
- photograph

If you are a Club member or prospective Club member, we also ask for details of any disabilities that you or your child(ren) may have insofar as it may affect your/their participation in archery.

How we collect data

Data will be collected from you directly in a membership or renewal application, or when you contact us by email, telephone or message service.

Data which is publicly available, including data published on social media, may be collected if relevant to membership or prospective membership of the Club.

Why we collect personal data and the legal basis for handling your data

Data is collected under the legal basis of 'legitimate interests'. These interests are to assist in the administration of the Club and to facilitate communication with you in matters regarding the Club and the organisations to which the Club is affiliated, namely Hertfordshire Archery Association, Southern Counties Archery Society and the Grand National Archery Society trading as Archery GB.

The data is also used to help us inform you of archery events in which you may be interested, to inform you of any restrictions applicable to our shooting facilities and to facilitate event organisation.

We collect data regarding disabilities for the purposes of ensuring that a safe environment is maintained and in order to cater for as wide a cross-section of archers as possible. Certain rules under which we operate make provision for archers with disabilities and holding information about disabilities helps us ensure that the appropriate rules are followed.

With whom we share your data

As an affiliate organisation of the Grand National Archery Society trading as Archery GB, Southern Counties Archery Society and Hertfordshire Archery Association, it is necessary for us to share data about you and/or your child(ren) with these bodies for the purposes of administering the sport of archery generally.

We will also share your data:

- if we are legally required to do so, for example, by a law enforcement agency or court of law;
- with your specific written consent;
- if it is necessary to protect our rights, property or safety or to protect the rights, property or safety of others;
- if the administration of the Club is taken over by any other *bona fide* organisation concerned with archery, in which case we may disclose your personal data to the prospective new administrator so that they may continue using it in the same way.

We will never share your data with any other organisation than those detailed above to use for their own purposes.

How do we protect your data?

We take the security of your personal data seriously. We have policies and controls in place to minimise the risk of your data being lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

We have a policy of regular data review so that data that we no longer need to hold is destroyed.

Where do we store your data?

All data you provide to us is stored on secure computers, password-protected drives or secure servers located within the UK or European Economic Area. We may also store paper records in locked filing cabinets, but our policy is to keep paper records to a minimum.

Where we use third party data processors (such as website hosts) they will also store data on secure servers which may be situated inside or outside the European Economic Area.

How long do we retain your data?

Whilst you remain a member of the Club, your data is retained indefinitely, although should you wish us to delete any of it we will do so at your written request. Please be aware that deletion of personal data may affect the ability of the Club to communicate with you effectively.

Should you leave the Club, your data will be retained for a period of two years from the date that your membership lapses, in order to facilitate communication with you that relates to your past membership of the club and/or future re-joining.

Should you not be a member of the Club, any personal data that we hold that has been provided voluntarily by you (e.g. on an enquiry form) will be kept for a period of two years from the date of receipt in order to facilitate communication as regards possible future membership.

Club records which have no reference to current membership for the time being (e.g. bank statements and insurance policies) are destroyed after seven years.

If we are legally obliged to do so, we will keep your data in line with such legal obligation, which may override the Club's data retention policy.

Your rights with respect to your data

As a data subject, you have a number of rights. You may:

- request to access, amend or correct the personal data we hold about you and/or your child(ren);

- request that we delete or stop processing your and/or your child's/children's personal data, for example where the data is no longer necessary for the purposes of processing or where you wish to withdraw consent;
- request that we transfer your/your child's/children's personal data to another party;

If you wish to exercise any of these rights at any time please contact the Club's Data Officer by email (data.officer@greendragonbowmen.co.uk).

Photographs

The Club asks you to provide a photograph of yourself/your child(ren) at the time of application for membership and this is used to issue membership cards to you/your child(ren). The Club may retain the photograph for use when membership is renewed, although you have the right to request its deletion at any time.

Photographs may be taken at Club events for subsequent use in promotional material, whether physical or digital. Persons present at such events may request that their photograph is not used and the Club will make every effort to see that such a request is honoured. However, where the photograph is of a general or background nature and it is not possible to identify clearly the individual making the request, the Club may use the photograph concerned. Persons identifiable in any digitally published photograph may request its deletion at any time.

How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact the Club's Data Officer by email (data.officer@greendragonbowmen.co.uk).

How to contact the Information Commissioner Office (ICO)

If you are concerned about the way your data is handled and remain dissatisfied after raising any concern (having allowed a reasonable time for the Club to deal with the matter), you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>.

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be shared with Club members and posted on the Club's website.