

Duston Bowmen Privacy Notice

What this privacy notice covers

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

Who we are

Duston Bowmen is an archery club based in Northampton, Northamptonshire, UK with our main shooting facilities at Brampton Heath Golf Centre, Sandy Lane, Church Brampton, Northampton NN6 8AX. We are affiliated to Northamptonshire County Archery Society (NCAS), East Midlands Regional Archery Society (EMAS) and Archery GB (the national governing body for archery in Great Britain).

Duston Bowmen operates the website www.duston-bowmen.org.uk (the "Website"). We also operate a Facebook page <https://www.facebook.com/dustonbowmen/> and a private members Facebook group <https://www.facebook.com/groups/dustonbowmen/>

Duston Bowmen is a data controller under the data protection rules and our Data Protection Officer is our club secretary contactable at secretary@duston-bowmen.org.uk.

Information we gather

Duston Bowmen gathers certain information about you. Information about you is also used by our affiliated entities, namely NCAS, EMAS, Archery GB and Brampton Heath Golf Centre.

We collect information in the following ways:

Information you give us

When you become a member of Duston Bowmen you will give us information. You may also give us information when using our Website or entering tournaments. Information may include your name, date of birth, postal address, email address, phone number, financial and credit card information, a personal description, disability, ethnicity, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken and a photograph.

Information we get from your use of our Website and services

Each time you visit our Website, we may automatically collect certain information. This information includes technical information, such as Internet Protocol (IP) addresses used to connect your computer to the internet, your login information, browser type and version, browser plug-in types and versions, operating system and platform and information relating to what pages you have viewed (e.g. using cookies as described further below);

When you enter tournaments the following information may be collected and shared with tournament organisers, scoring systems and results may be published: Membership Number, 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.

In accordance with our competition entry documentation, photography and video may be taken at events, and these images may be used on our website, social media platforms and promotional / internal documents.

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 Duston Bowmen, we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member.

We administer your membership of Archery GB which requires us to pass your personal information on to Archery GB, EMAS and NCAS. We have no control over what these organisations do with this data and members should refer to the privacy policy of each of these organisations.

We will use the information we get from your use of our Website and services to:

1. administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
2. improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
3. allow you to participate in interactive features of our service, when you choose to do so;
4. as part of our efforts to keep our Website safe and secure;
5. measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
6. make suggestions and recommendations to you and other users of our Website about goods or services that may interest you or them; and
7. any other reasonable purposes of Duston Bowmen, acting always in accordance with the data protection law (as amended from time to time).

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. notify you about changes to our service, including but not limited to any changes to the Member Benefits;
5. ensure that content from our Website is presented in the most effective manner for you and for your computer;
6. and any other reasonable purposes of Duston Bowmen, 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:

Archery GB, NCAS and EMAS 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.

Brampton Heath Golf Centre for their membership purposes.

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 and would like to get involved, 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 service in accordance with legal requirements and tax and accounting rules.

Where we may store your information

The data that we collect from you will be stored by our club secretary on a secure personal computer system and securely filed hard copy. A subset of this data e.g. email addresses may be shared with executive officers of Duston Bowmen for the purposes of communication with members.

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

Duston Bowmen will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

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 other than online, please contact our secretary via telephone, email or by letter.
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 our secretary 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 Protection Officer is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing.

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

All complaints should be sent to: secretary@duston-bowmen.org.uk

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 14/05/2018.