



Friars Gate Archers

Privacy Notice

What this privacy notices covers

Friars Gate Archers (FGA) are committed to protecting your personal information. In this notice, references to 'FGA' or 'we' or 'us' means Friars Gate Archers.

This Privacy Notice is for members of the FGA club and visitors to our website to explain how we collect and use the personal information we collect about you.

Who we are

FGA are a thriving archery club resident at Buxted Park near Uckfield, East Sussex and forms part of the Buxted Park Sports Association.

FGA operates the website <http://www.friarsgatearchers.com/> (the "Public Website"), and the website <http://www.friarsgatearchers.org.uk> (the "Records Website")

FGA is a data controller under the data protection rules and are contactable through the email address mail@friarsgatearchers.com.

Information we gather

FGA gathers certain information about you. 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 photographs.

We collect information in the following ways:

- a. Beginners courses
- b. Membership
- c. Competitions
- d. Website and services
- e. Photography and video

Beginners courses

When you register for one of our beginner's courses we collect your personal information including name, address, telephone number, email address, and date of birth (if you are under the age of 18). FGA use consent to store your personal data for use by the FGA coaches so that they can administer your booking and contact you with information regarding the course and any changes to the programme. Your personal data will not be passed onto other members of the club, external organisations or be used for marketing purposes.

Membership

When you become a member of or renew your membership with Friars Gate Archers (FGA)

When you register for membership of the club we collect your personal information which can include your name, address, telephone number, email address, date of birth and medical conditions. FGA uses legitimate interests to store your personal data for use by the FGA committee to

administer your membership and contact you with information regarding the club and any related events.

As part of the membership process you will automatically be registered as a member of Archery GB, the Sussex County Archery Association (SCAA), Southern Counties Archery Society (SCAS), and the Buxted Park Sports Association (BPSA). Your personal data will not be passed onto other members of the club, other third parties, or be used for marketing purposes without your consent.

Competitions

When you enter competitions, the following information may be collected and shared with tournament organisers, scoring systems and other competitors for example target lists and results may be published: First Name, Surname, Gender, Bow style, Age category, Email, Address, Phone number, Club, GNAS Number, and Round.

The competition entry form includes a consent check box for each participant. This is to provide consent for FGA to keep the contact details of the participant on record for future competitions. If this box is not checked, your personal data will be destroyed after the event. You may contact FGA at any time at mail@friarsgatearchers.com to change your consent preferences.

Website and services

When someone visits our Public Website and Records Website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

When you enter the Records Website the following information may be collected and shared with the Records Officer, scoring systems and results may be published: Login information, First Name, Surname, Gender, GNAS No., Membership Type, Date of Birth / Age category, Email, Address, Phone number, Round, Bow style, Score, and Shooting handicap.

Photography and video

Photography and video may be taken at shooting fixtures, competitions and events. 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 FGA, we have a legitimate organisational interest to use your information to administer your membership, respond to you and give you the benefits of being a member, keep track of your development as an archer, and to contact you from time to time to keep you informed about club activities.

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 FGA events and competitions.

We may use your information for a number of purposes including the following:

- a. Compliance with legal, regulatory and corporate governance obligations and good practice

- b. To provide you with information about our activities

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

- a. administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, and statistical purposes;
- b. improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
- c. allow you to participate in interactive features of our service, when you choose to do so;
- d. as part of our efforts to keep our Website safe and secure;
- e. any other reasonable purposes of FGA, acting always in accordance with the data protection law (as amended from time to time).

We will use the information you give us to:

- a. perform services you have requested (such as providing you with Membership Benefits or providing you with information you have asked for);
- b. administer the events of the club, for instance by organising tournaments and competitions;
- c. The storage of competition and round scores, and the calculation of handicaps;
- d. 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;
- e. 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. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please email mail@friarsgatearchers.com.
- f. notify you about changes to our service, including but not limited to any changes to the Member Benefits;
- g. any other reasonable purposes of FGA, acting always in accordance with the data protection law (as amended from time to time).

Marketing

We may contact you for marketing purposes by email or text message if you have agreed to be contacted in this manner. By subscribing to FGA emails or opting in to email communication from FGA, you grant us the right to use the email for both informing you about the club, its events and email marketing (typically competitions and tournaments).

It is your choice as to whether you want to receive information about the club, how we raise funds and the ways you can get involved. If you do not want us to use your personal information in these ways, please tick the relevant box situated on the form on which we collect your data.

You may opt-out of our marketing emails at any time by responding to the email with “Unsubscribe in the subject line”.

You can change any of your contact preferences at any time including telling us that you don’t want us to contact you for marketing purposes by telephone, or by post by contacting FGA at mail@friarsgatearchers.com.

We will not use your information for marketing purposes if you have indicated that you do not wish to be contacted for such purposes.

Information Sharing and Disclosure

FGA is affiliated with Archery GB, and it is a condition of this affiliation that some personal data of our members is passed onto the following organisations:

- a. Archery GB
- b. Sussex County Archery Association (SCAA)
- c. Southern Counties Archery Society (SCAS)

Additionally, as FGA is part of the Buxted Park Sports Association, some personal data is required to be passed onto them to allow you to become a member of the club.

We may disclose your personal information to third parties:

- a. Analytics and search engine providers that assist us in the improvement and optimisation of our Public Website.
- b. 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
- c. 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).

Archery GB

When you join FGA as a member, we will provide Archery GB with your personal data which they will use to enable access to an online portal for you (<https://agb.sport80.com>) which, amongst other things, allows you to set and amend your privacy settings. If you have any questions about the continuing privacy of your personal data when it is shared with Archery GB, please contact gdpr@archerygb.org.

We provide Archery GB with your name, title, date of birth, postal address, postcode, email address and GNAS membership number so they can administer your membership and benefits and so that you are eligible to take part in national events and are eligible to win awards.

A copy of Archery GB's privacy notice can be found on the Archery GB website <http://www.archerygb.org/privacy-policy/>.

Sussex County Archery Association (SCAA)

The SCAA is a federation of Sussex Archery Clubs, that provides and co-ordinates County-wide Events, Leagues, Training and Development, and organises and supports representative Teams that compete against adjoining Counties and at Regional level.

We provide SCAA with your name, Date of Birth, email address and GNAS membership number so they can administer your membership and so that you are eligible to take part in county events and are eligible to win awards.

A copy of SCAA's privacy notice can be found on the SCAA website http://www.sussex-archery.org.uk/documents/SCAA_Privacy_Notice.pdf.

Southern Counties Archery Society (SCAS)

SCAS is a Regional Society of the Grand National Archery Society, and acts to promote and encourage the sport of archery in the Southern Counties of England. SCAS covers thirteen counties, including Sussex. All archery Clubs and Archers in the member counties are eligible to join SCAS, which is done via the SCAA.

SCAA provide SCAS with your name, Date of Birth, email address and GNAS membership number so they can administer your membership and so that you are eligible to take part in regional events and are eligible to win awards.

Buxted Park Sports Association

The Buxted Park Sports Association is a collection of four sports clubs, who share the facilities at Buxted Park, next to the country house hotel and Park.

We provide Buxted Park Sports Association with your name, postal address, email address, phone number and age group (senior or Junior) so they can administer your membership and so that you are eligible to use the club benefits and facilities.

A copy of Buxted Park Sports Association's privacy notice can be found on the Buxted Park Sports Association website <http://www.buxtedparksa.co.uk/bpsa-privacy-policy/>

Members and participants 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.

How long do we keep your personal data?

We keep records only for as long as required to operate the service in accordance with legal requirements and tax and accounting rules.

- a. Where personal data is collected for the beginner's course and you do not subsequently become a member of FGA, we shall retain your personal data for up to 1 year as a record of your attendance after which time it will be destroyed.
- b. The personal data of FGA members shall be retained for the duration of your membership. We may retain certain personal information for up to 5 years after leaving the club, so we may respond to any claims against FGA. After this time, all personal data except historical and club records will be destroyed.
- c. Where personal data is collected for competitions, we retain your personal data until the end of the event, after which time it will be destroyed with the exception of competition results and historical data. Please tick the data box on the booking form to let the organisers know that you would like your personal details to be retained to inform you of any future events run by the club.
- d. We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Archery GB 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 FGA].

Where we may store your information

The data that we collect from you will be transferred to and stored at FGA's online systems.

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

FGA 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 the Records Website, 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:

- a. Have any inaccuracies in your data corrected. If you would like to update the details we hold about you, please contact FGA via email mail@friarsgatearchers.com.
- b. Request that we delete your personal data.
- c. Object to profiling. Profiling is any automated processing of personal data to evaluate any feature of your behaviour preference or location, including online tracking and behavioural advertising. This is not currently carried out by FGA.
- d. Request that we do not process your personal data for marketing purposes.
- e. 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 FGA Club Secretary via email mail@friarsgatearchers.com 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.

Enquires and Complaints

The FGA Club Secretary is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing or by email mail@friarsgatearchers.com.

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

All complaints should be sent to mail@friarsgatearchers.com.

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 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.

This Privacy Notice was last updated 19/05/2018.