



# **CRAWLEY ARCHERY CLUB**

## **( including Crawley Disabled Archery and Crawley Crows)**

### **Data Protection Policy**

In line with the new General Data Protection Regulation, which comes into force on 25th May 2018, we are issuing this policy to outline how the clubs (for the purposes of this document combined into Crawley Archery Club: CAC) holds and keeps data.

#### **What Data Do We Hold**

##### **Existing members.**

CAC holds the following data on members: name, age, address, telephone numbers, email address and if there is a disability but we do not keep any details of the disability. It is up to individual members to keep an ICE card on their person while shooting, should they wish to do so. Junior Archers will have a parent's contact details (name, telephone, email address) to facilitate communication and in line with our Safeguarding commitments.

When you become a member of or renew your membership with CAC you will automatically be registered as a member of Archery GB and the relevant County and Region. 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](mailto:gdpr@archerygb.org)."

#### **Those Registering for Beginners Courses**

Those registering for beginners' courses will be asked for the following information: Name, age, address, telephone numbers, email address and any information relevant to disability or additional needs. The information for those on the beginner courses is only shared with the coaches on that particular course and is controlled by the Treasurer/Membership Secretary, who takes payment. Once the beginner

courses have ended and if the person decides not to take up membership immediately, then the data will be deleted at the end of the shooting year, if on computer, or shredded if paper copy.

### **Those Entering Competitions**

Archers who are entering competitions run by CAC will be asked for the following information: Name, age, address, telephone numbers, email address and any information relevant to disability or additional needs that they need to be made known for the purposes of the competition. They will need to provide their Archery GB membership number and their bow style.

The following statement will be put on competition entry forms:

“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, 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.”

By completing the form, CAC assume that you are happy for them to retain your data.

The Tournament Organiser, and Treasurer will have access to this data (digital - kept on Dropbox, and paper copies) and may delegate to another member for booking in procedure on day of competition. After the competition, personal data and any paper copy will be destroyed.

### **Suppliers**

CAC uses outside agencies to hire/buy equipment, maintain equipment and also to rent shooting venues. Information on suppliers consists of names, and addresses. None of this is stored on computer.

### **Where Do We Keep Our Data?**

Data is kept in a password protected Dropbox area. Only CAC Committee have access to this area.

Within the home environment, computers that can access Dropbox will be password protected by that person only. Committee members will only store information on Dropbox and not on their desktops.

Access to Dropbox is revoked once individuals leave the Committee.

Additionally, the Treasurer/Membership Secretary and Secretary have access to members' data (provided by the members on joining or renewal) on the Archery GB Website. This is so we can manage this data, ie, remove people should they wish to leave the club. This site is password protected. Again, access to this is revoked once individuals leave these roles.

### **What we Do with the Data.**

The membership data we hold is necessary and required by Archery GB. For Competitions and Beginners' Courses, the data is necessary to enable people to access these events and also allow CAC to run them effectively and safely. For suppliers, it is so that CAC can run and manage effective grounds and equipment.

### **How We Share Our Data**

CAC only shares membership data with Archery GB through online registration, as the above statement, and with Sussex County Archery Association. We do not share members' information to outside companies looking to promote their services.

### **Deletion of Data**

Membership data is annually updated in line with membership renewal. ex members This is to allow for easy access should someone wish to re-join having left for a short period and also allow us to track membership numbers and type. After 3 years, all data will be deleted. The person who controls deletion will be the Membership Secretary.

Data on those who have entered competitions will be held for 3 years by the Tournament rep, stored in Dropbox with security as outlined, to allow CAC to inform of further upcoming events of interest.

## **What Are Your Rights**

As a member of CAC or someone who is registered on a beginners' course, or for a competition or is a supplier you have the right to:

1. Be removed from any list. Be aware though that that negates your membership (if current) to the club. You would have to contact Archery GB directly to hold your details and then join us via association and pay accordingly.
2. See what information we have stored on you. This would be name, address, telephone number, email, age, bow style, any competition or ranking scores. If you wish to make this request then we must respond to you within one month of request.
3. Have your history deleted.
4. Change your details.

Consent:

It is important that we have your consent to keep your details in the manner we have stated. This policy will be shared with all members and from March 2018 will be given to those applying for new membership. Unless there is disagreement stated, then CAC will assume, after four weeks or the receipt of a completed and paid for membership, that consent has been given.