

THE VALLEY BOWMEN OF HUDDERSFIELD

PRIVACY POLICY

What this privacy notices covers

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

Who we are

Valley Bowmen is Community Amateur Sports Club located near Honley, West Yorkshire and is affiliated to the Yorkshire Archery Association, the Northern Counties Archery Society and to Archery GB by whose rules we abide.

We operate the website www.valleybowmen.co.uk (the 'Website').

Valley Bowmen is a data controller under the data protection rules.

Information you give us.

When you apply to undertake a beginner course, a taster session or joining the Club we will ask for certain personal information. This information may include name, date of birth, gender, postal address, email address, phone number and any disability. By submitting personal data, members agree to its use in accordance with this statement.

Information we get from your use of our Website

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. Some functionality of the web site requires us to maintain a local database of names and email addresses.

How we use your information.

We rely on the legitimate interest basis to use members' personal information. For example, when you apply to become a member of Valley Bowmen, we have a legitimate organisational interest to use information to communicate with members and for any other reasonable purposes of the Club, acting always in accordance with the data protection law (as amended from time to time).

Your information may be shared with Club committee members and Club coaches to enable the routine operation of the Club and the safe conduct of beginner courses and taster sessions.

When you become a member of, or renew your membership with, Valley Bowmen you will automatically be registered as a member of Archery GB, Yorkshire Archery Association and the Northern Counties Archery Society. 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. When initial registration is made, permission will not be given to share with third parties unless you have specifically consented to this. Members will be expected to register and login to Archery GB's member area to check and amend any privacy permissions.

Members' personal details, including name and address, are provided to the Yorkshire Archery Association and the Northern Counties Archery Society as part of the annual membership registration process.

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When you enter competitions the following information may be collected and shared with tournament organisers: First Name, Surname, Gender, Bow style, Date of Birth / Age category, Email address, Postal address, Phone number, Club, County, Region, Round (unless defined by age), Disabled (Y/N), Disability info.

Certain details will be used on target lists and scoring systems and results may be published.

Photography and video may be taken at club events and these images may be used on our website, social media platforms and promotional / internal documents.

We may disclose personal information to third parties if:

- we are under a duty to disclose or share personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies), or in order to enforce or apply other agreements;
- or to protect the rights, property, or safety of Valley Bowmen, Our Members, or others.

Members' personal data will not be shared for commercial purposes but we may pass on information from other organisations if it would benefit, or be an advantage to, the Club's members.

Your information will never be sent to any third party for direct marketing without your consent.

You can change any of your contact preferences at any time including telling us that you do not want us to contact you for marketing purposes. To do so please contact the Membership Officer.

We also rely on obtaining consent to use personal information. By submitting personal data, members agree to this transfer and processing.

We will use the information you give us to:

- perform services you have requested or provide you with information you have asked for;
- administer the sport of Archery for the Club, for instance to keep you informed about Club events, activities or for emergency purposes;
- notify you about changes to our service;
- ensure that content from our Website is presented in the most effective manner for you and for your computer.

Contacting you.

Most, if not all, contact from the Club, will be via the Club Secretary. In certain circumstances you may be contacted by the Club Chairman or the Club Treasurer. If you have agreed to opt in to the Club website or Facebook page you may be contacted by the Club webmaster.

We will ensure we know how you prefer to be contacted.

We will keep a record of your relationship with us.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know by contacting the Membership Officer if anything changes, for example if you change your postal or email address or your phone number.

Users under 18

When we collect data about a child or young person aged under 18 we will make it very clear to the parent or guardian as to the reasons for collecting this data and how it will be used.

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Keeping your records

We will keep certain personal information about members in order to confirm their identity, when they were a member of Valley Bowmen and for how long.

We keep a register of members in the event of any claim against Valley Bowmen.

Information pertaining to the Club's: Shooting Records, Tournament Results, Winners of Awards, Honours, and any achievements that merit recording will be kept in perpetuity to allow the Club to maintain its historical accuracy and integrity.

Minutes of Committee meetings will also be kept in perpetuity to allow the Club to maintain its historical accuracy and integrity and members' names may also be recorded here.

All data, other than that detailed above, will be deleted 24 months following membership expiry or application to undertake a beginners course/taster session/have-a-go.

Where we may store your information

The data that we collect from members will be stored by Valley Bowmen's secretary and other relevant officers of the Club.

By submitting your personal data, members agree to this storage.

Valley Bowmen will take all steps reasonably necessary to ensure that members' data is treated securely and in accordance with this statement.

Where we have password protected areas of websites or social media platforms, members are responsible for keeping passwords confidential. We ask members not to share a password with anyone.

Members' rights

Members have the right to:

- have any inaccuracies in data corrected. If details we hold change or need amending, please contact the Membership Officer via email or by letter;
- request that we delete personal data;
- request a copy of the personal information held about them. Please address requests to the Membership Officer and a response will be given within one month, of receipt of a written request.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting the Membership Officer.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on criteria other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

Changes to this statement and the way we treat personal information

We may update the terms of this privacy statement at any time, members will be notified of updates.

We will notify members about significant changes in the way we treat personal information by sending a notice to the primary email addresses we hold for members, or by post where an e-mail address is unavailable, and/or by placing a prominent notice on our Website or Facebook page.

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Enquiries and Complaints

The Membership Officer is the first point of contact regarding any enquires arising from this Privacy Statement. Where possible, please raise all enquires in writing or by email.

If members are unhappy with something that we have done or failed to do, they should inform us in writing to the Membership Officer. Valley Bowmen will acknowledge receipt of all complaints and will investigate the complaint.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a complex area of law. More information about your legal rights can be found on the Information Commissioner's Office (ICO) website at <https://ico.org.uk/for-the-public/>.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office but the Club is here to help and we encourage you to contact us to resolve your complaint first.