

# Northern Counties Archery Society

## Privacy Policy

### What this privacy notices covers.

Northern Counties Archery Society (NCAS) is committed to protecting your personal information. In this notice, references to 'NCAS', 'we', 'us' or 'the Society' means Northern Counties Archery Society. This notice explains how we collect and use the personal information about you.

### Who we are.

Northern Counties Archery Society exists for the promotion and encouragement of archery in the North of England and the Isle of Man. For the purpose of this Policy the North of England comprises the GNAS/Archery GB County Associations of Cheshire, Cumbria, Durham and Northumberland, Lancashire and Yorkshire and the Isle of Man.

NCAS is affiliated to Archery GB by whose rules we abide.

We operate the website [www.ncas.co.uk](http://www.ncas.co.uk) (the 'Website').

Northern Counties Archery Society is a data controller under the data protection rules

### Information we gather.

The Society does not actively gather personal information about individual members but may acquire this information in the following ways:

- Information about you is available to selected Officers of the Society (Secretary and Treasurer) from Archery GB, to whom the Society is affiliated, via the Sport 80 database.
- You may give us personal information in relation to the following:
  - As secretary, treasurer or other officer of your club for administrative purposes.
  - Coaching, coach training and renewal.
  - Judging, judge training, support and appointments.
  - Records.
  - Tournament entry.
  - Selection of Regional Teams as and when required.
  - Website use.
  - Individual enquiry.
  - Any grievance or disciplinary issue.

### Information you give us.

Information you give us may include:

Your name, postal address, email address, phone number, date of birth, financial and credit card information, a personal description, disability, ethnicity, your archery qualifications, award history and a photograph.

### How we may use your information.

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, we have a legitimate organisational interest to use information to communicate with members and for any other reasonable purposes of the Society, acting always in accordance with data protection law (as amended from time to time).

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

1. Compliance with legal, regulatory and corporate governance obligations and good practice
2. To provide you with information about our work or our activities that you have agreed to receive.

## **Contacting you.**

1. Most, if not all, contact from the Society, will be via County and/or Club Secretaries.
2. We will ensure we know how you prefer to be contacted.
3. We will keep a record of your relationship with us.

## **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 example (but not limited to) coaching, judging Records and by organising tournaments.
3. 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.
4. Notify you about changes to our service.
5. Ensure that content from our Website is presented in the most effective manner for you and for your computer.

When you enter competitions organised for, or on behalf of the Society, 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 name, County, Region, GNAS/AGB Number, 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.

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.

## **Marketing.**

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 Society's members.

Your information will never be sent to any third party for direct marketing.

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. To do so please contact the Society's secretary.

## **Information Sharing and Disclosure.**

We may share your information with the following selected third parties:

Associate bodies such as Clubs, Counties and Archery GB 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.

Members of the public or outside bodies who request contact information for a local archery club will be directed to Archery GB's website or to Club or County websites for contact details or, if their enquiry is by e-mail, this may be forwarded to a club secretary giving that secretary the option to respond or not.

We may disclose your personal information to third parties:

1. If we are under a duty to disclose or share your personal data, in order, to comply with any legal obligation, or to enforce, or apply other agreements.
2. To protect the rights, property, or safety of Northern Counties Archery Society, Our Members, or others.

## **Users under 18.**

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

However:

- Information pertaining to Northern Counties Archery Society's: Shooting Records, Tournament Results, Winners of Awards, Honours, and any achievements that merit recording will be kept in perpetuity to allow the Society to maintain its historical accuracy and integrity.
- Minutes of Committee meetings, including associated reports, will also be kept in perpetuity to allow the Society to maintain its historical accuracy and integrity and members' names may also be recorded here.

## **Where we may store your information.**

The data that we collect from you will be stored by the Regional Secretary and other relevant Officers of the Society.

By submitting your personal data, you agree to processing and storage of your data.

Northern Counties Archery Society will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our 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:

1. Have any inaccuracies in your data corrected. If you would like to update the details we hold about you please contact the Regional 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 the Data Protection Officer 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 policy 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.

## **Enquiries and Complaints.**

The Society's Secretary is the first point of contact regarding any enquiries arising from this Privacy Policy. Where possible, please raise all enquires in writing or by e-mail.

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

All complaints should be sent to: the Society's Secretary.

You may also complain directly to the Information Commissioner's Office (ICO) if you are concerned about how we are handling your personal information,

**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 members will be contacted via their Club or County secretaries.

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