



Lacetown Archery Club - Data Protection and Privacy Policy

Lacetown Archery Club is a data controller and we are committed to protecting your personal data and ensuring compliance with all relevant data protection legislation. This document provides beginners and members with information about how we use your data as well as guidance on what you may need to do to.

Beginners Course

If you decide to join us for a six week beginners course we will need some personal information about who you are and your contact details. We will also ask you to complete a medical questionnaire so we are aware of anything that may impact on you or other people's health and safety. This information is kept securely in paper format by the club secretary and is not shared. We would love you to join our club once you have completed the course but if you don't join within a year this paper form will be securely destroyed.

We do keep the names of everyone that completes our course so that we can verify that you have completed this essential basic archery safety course prior to joining the club, this also ensures that we can reprint a copy of your certificate should you lose it and require evidence to join another club.

Members

Data we share

When you become a member of or renew your membership with Lacetown Archery Club you will automatically be registered as a member of Archery GB, and the relevant County and Region, Devon and Cornwall Archery Society (DCAS) and Grand Western Archery Society (GWAS). This provides the appropriate insurance cover as well as allowing you to enter competitions, (competitions are entirely your own choice, we have members who compete at county level and members who have never entered a competition so the club is affiliated to enable you to compete if you want to).

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.

On the website you have the ability to set your own preferences to receive communications from Archery GB as well as update your personal information. Please be aware that we only process the minimal data required to enable your membership, if you would like Archery GB to have additional information you will need to enter this yourself. You can update your information, unsubscribe or change your preferences at <https://agb.sport80.com>. Members are urged to sign into Sport80 and setup their own account if not already done, and to review and update their data as necessary.

Data we hold

The club secretary will hold paper copies of all forms whilst you are a member. In addition they will hold basic information about you in a secure electronic format to enable the provision of reports to DCAS and GWAS with who we are affiliated and to record members that have keys or hold additional qualifications (such as coaching or field captain) to enable the smooth running of our club.

The only other club members who have access to members details are;

- Member's names and membership level (Junior/Junior 18-25/Senior/Disabled) are provided to the club treasurer to enable the collection of correct subscriptions each year.
- Members names and emails are held within the club email account lacetownarcheryclub@gmail.com which can be accessed by selected committee members to enable relevant club communications with members.

Membership is renewed each year by 1st October, if you have not renewed your membership for more than a year your details will be securely destroyed.

Photos

Archery is a great sport and you may want photograph's of you in action or attending competitions. Please ensure you are aware of the following in relation to photography.

- Please ensure you are aware of health and safety and only take photos from safe locations such as behind the waiting line and any safety barriers that may be in place.
- You are welcome to take photos for personal use but please consider other people's privacy, particularly children and we would recommend you always ask first.
- We do take photos at the club and at events, we will ask permission, particularly when children are involved, before we publish photos on our website or facebook page but if you have any concerns please speak to the photographer or a committee member.
- At archery competitions all photographers are required to register, if you have any concerns about being photographed at these events please speak to an event organiser.

Other Information

You have the right to ask us to see, correct or delete the data we hold about you. If you have any queries or concerns about your personal data please get in touch by contacting lacetownarcheryclub@gmail.com or speak to our club Secretary (Mike Orme) or Data Protection Officer (Rhiannon Platt).