



Warwickshire Smallbore Rifle & Pistol Association

General Data Protection Regulations Privacy Policy

1. About this policy.

This policy explains when and why we, the Warwickshire Smallbore Rifle & Pistol Association, collect personal information about some of your Club Officials and how we use it, keep it secure, and their rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy, when your Club engages in the Association's activities.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Association website <http://www.wsrpa.org.uk> regularly for any amendments. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner <https://ico.org.uk/>

2. Responsible person.

For the purposes of the GDPR, the Association Secretary will be the "controller" of all personal data we hold about your Club. The Association Secretary is responsible for making sure the Association complies with the General Data Protection Regulation (GDPR) which applies from 25th May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

3. Member's rights.

Your Club's Officers have rights under the GDPR:

- I. To access their personal data.
- II. To be provided with information about how their personal data is processed.
- III. To have their personal data corrected.
- IV. To have their personal data erased in **certain circumstances**.
- V. To object to or restrict how your personal data is processed in **certain circumstances**.

For more details, please address any questions, comments and requests regarding our data processing practices to the Association Secretary.

4. Specific use and sharing of personal information.

Your Club Official's personal data; name, address, telephone number and, in most cases, email address will be used for the purposes of Affiliation Renewal and their email and telephone numbers may be used for communication regarding news, competition entries/results and other important notices. Your Club Official's personal data may be shared with the various Captains of the County Teams regarding the selection of some of your club's members to represent the County. No one outside of the Association's Committee will have access to their personal data and it will not be passed to anyone else outside of the Committee without their permission.

5. The Lawful reasons for processing your data.

You have given consent to the processing of your data and that of your Club Officials by signing our privacy statement for the specific purposes set out in this policy.

The Association will make every effort to ensure that data is only shared with organisations that are GDPR compliant.

6. What Information we collect, why we collect it and who we share it with.

The only information presently held is that received annually on the Affiliation Form and, in most instances, provides the name, telephone number, and address, both postal and email, of the Club Secretary together with similar contact details for each of the Officers/members in charge of the various shooting disciplines undertaken by the Club for the purpose of competition entries.

7. How we protect your personal data.

- I. The Data Controller (Secretary) will process Affiliation information electronically on a secure Laptop and, initially, in paper format. All data to be stored on a secure Cloud provider. A backup of this information will be held on a password protected memory stick. Paper copies of data will be held at the Secretary's house and secured in alarmed storage facilities for a period of 12 months from the start of the shooting year (1st January). If it is necessary to transport data, it will be kept secure in transit.
- II. Captains of the various shooting disciplines where the County runs competitions will also process and hold information pertaining to people entering such competitions. This will normally be limited to names and Club membership. Winners of cups and trophies awarded annually will also see their names being engraved on such awards.
- III. In the unlikely event of a breach of the security of data we will notify Associated Clubs promptly. We will never sell or pass on your personal data.

8. Request to see your personal information.

If you wish to know what personal data the Association holds on you, please email the Secretary at wsrpa.secretary@btinternet.com. He/she will respond within 14 days of the request (depending on availability).

9. Accuracy and retention of data.

The Secretaries of Associated Clubs are responsible for keeping the Association Secretary informed of changes to all data pertaining to their Club (e.g. addresses/telephone numbers etc.) and for updating it, should this be required, at least once a year at the time of association renewal. You are, at that time, authorising the Association to hold such data on file.

The data is kept on a secure Cloud provider; the data normally being kept for 12 months. Names and scores may be kept indefinitely for reasons of historical significance – e.g. on trophies, plaques and other awards.

10. CCTV Images.

As this is an Association with no permanent premises, no CCTV recording equipment can be used. If, however, the Committee require photographs or video footage to be taken at shooting venues/competitions (e.g. for displaying on the Association's website and/or on other social media), then consent will be requested from anyone who may appear in such images.