



# WELLS CITY ARCHERS

## Privacy Notice

### Who we are

- Wells City Archers (WCA) is a non-profit, volunteer committee run local sports club, whose purpose is to allow safe access to archery ranges and equipment, coaching and officially recognised progression. WCA is registered with and governed by Archery GB (<https://archerygb.org/>)
- Under the GDPR 2018, WCA are NOT required to be registered with the Information Commissioner's Office (ICO) (see <https://ico.org.uk/media/for-organisations/documents/1567/exemption-from-registration-for-not-for-profit-organisations.pdf>)
- WCA is a Data Controller for the membership data of all its members.
- Our GDPR Officer is Mrs Pam Rowse, and is contactable at [gdpr@wellscityarchers.com](mailto:gdpr@wellscityarchers.com)

### Your Data

- We are required by law to hold the personal data of all members of the club and all participants of training courses, and of all staff and volunteers working with us. Your personal data (name, address, telephone numbers, email address, age, gender) is securely stored electronically within the EU, and is accessible by club committee members for the purposes of administration and the business of the club
- We do not use your contact details to send you any form of third party advertising.
- Your personal data is accessible to all club committee members for the purposes of contacting you about practice times, tournaments and competitions, safety announcements and club rules, club socials and other information which may affect access to or use of the club facilities.
- Our website uses cookies - a string of information that is stored on visitors' computers which is provided to the website by the user's browser on each visit including, but not limited to, personally identifying information such as Internet Protocol (IP) addresses. We do not access or use this information in any way. Website visitors who do not wish to have cookies placed on their computers should adjust their browser settings to refuse cookies.

### Third Party Data Storage

- Our membership database is stored on Sport 80 (<https://www.sport80.com/uk>), a subscription based cloud storage system designed specifically for sports clubs, provided to us via WCA's membership of Archery GB. Sport 80 is subject to and compliant with all GDPR requirements.
- Our scoring data is recorded on Golden Records (GR) (<https://archery-records.net/>), a free to use cloud storage system. Score data is used for the purpose of progression, competitions, awards and club records. Data held on this system comprises of your name, your email address, your bow type, scores and the dates they were achieved. All members can be given access to, and upload, their own score records where requested. You will be asked to consent to your score data being recorded on GR separately to applying for membership. You do not have to consent if you do not wish for your scores to be included in the club records, or for your progression to be officially recorded. GR is subject to and compliant with all GDPR requirements.

**Legal Basis of the processing of any Personal Data**

- Membership of a club/organisation requires the administrators of that club/organisation to hold and record personal data for all members for the purposes of the business of the club, health and safety, and insurance. Data processing takes place to meet the club's contractual obligations.

**Consent**

- If you do not consent to us holding your data, we regret that we cannot process your application, and you cannot take part in a course or join the club.
- Through agreeing to this Privacy Notice, you are consenting to Wells City Archers processing your personal data for the processes outlined. You can withdraw consent at any time, but in doing so you will be terminating your membership/participation.

**Retention Policy**

- We are required to retain your basic personal data for a period of 5 years after your membership ends for purposes of record keeping and auditing.

**Your Rights**

- You have the right to see your data held by us at any time.
- You have the right to have any incorrect data we have corrected.
- We do not share your data with anyone outside of the parties described above without your explicit permission.
- There are certain circumstances in which we are required by law to share your data without your consent. These are:
  - If we have reason to believe your health/safety is at risk if we do not alert the relevant authority and you are unwilling or unable to do so yourself
  - If we have been instructed to do so by a law enforcement officer
- If you feel that we have used your data for purposes other than those outlined above, you have the right to object, and the right to restrict our usage of your data.
- All requests regarding your data must be presented to us in writing, and where necessary, evidence must be provided of errors or misuse before corrective action can be taken.