

Yorkshire Small Bore Rifle & Pistol Association

General Data Protection Regulations

Privacy Policy

About this policy

This policy explains when and why the association collects information in regard to clubs affiliated to it. How the association uses it, keeps it secure and the rights of club officials in relation to it. We will collect, use and store personal data as described in this data protection policy when clubs engage in competitions run by the association and for the selection of shooters for county teams and other activities, such as training courses.

We reserve the right to amend the Data Protection Policy from time to time without prior notice. You are advised to check our website (www.yorkshiresmallbore.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 GDPR when dealing with your personal data. Further details on this can be found on the GDPR website for the Information Commissioner www.ico.gov.uk

Responsible person

For the purposes of the GDPR the association secretary will be the “controller” of all personal data we hold regarding your club officials and others. The secretary is responsible for making sure the association complies with the GDPR which applies from 25th May 2018. The personal data will be reviewed every year to establish whether we are still entitled to process it or not.

Rights

Your club officials have rights under the GDPR

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased
- To object to 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 secretary.

Specific use and sharing of personal information

In general your personal data will only be used for the purposes of membership management e.g. affiliations and your address, telephone and e mail information may be used to contact your club regarding news, competition entries and results along with any important information you are deemed to need. Your name, address and e mail address may be shared with those association officials responsible for competition entries or county team

selection. Your personal data will not be passed to anyone outside the association without your express permission

The lawful reasons for processing your data

We have two lawful reasons for processing your data

- a) Processing of your data is necessary for the administration of your membership contract
- b) You have given your consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy

As the association does not have the status of a Home Office approved club there is no inescapable legal obligation in relation to the personal data held, in other words FAC details or club visits etc, however there will be data processed where consent is required and this relates to the publication of results, which might include photographs, on the website where the association will seek the consent of each individual on entry to the competition.

The association will also seek the consent of those who hold positions within the association on the Executive Committee and act as league organisers and county team captains that their personal data may be displayed on the website in order that they may be contacted regarding training courses and team selection.

How we protect your personal data

The data controller will process membership information electronically and hold information on a database on a secure computer. Paper copies of data will be held as a backup at the secretary's house in a locked filing cabinet. There should be no need to transport information, but if it becomes necessary it will be done securely.

Coaches and instructors will also process and hold information pertaining to people under their instruction and necessary information will be made available only as required.

In the unlikely event of a breach of security we will notify affiliated clubs promptly and will never sell or pass on your data.

Request to see your personal information

If you wish to know what personal data the association holds please e mail the secretary at secretary@yorkshiresmallbore.org.uk and that person will respond within 14 days of the request, depending on availability.

Accuracy and retention of data

Each club is responsible for keeping the secretary informed of changes to their data and this will normally be updated annually at renewal time and you will be authorising the association to retain that data.

The data are kept on file at the secretary's house and will be retained for 12 months after the renewal date for affiliation after which the data will be expunged. Names and scores will be retained indefinitely for reason of historical significance.