

DEVON AND CORNWALL ARCHERY SOCIETY PRIVACY POLICY

What this privacy policy covers

The Devon and Cornwall Archery Society (DCAS) is committed to protecting your personal information. This notice explains how we collect and use your personal information.

Who we are

DCAS is the County governing body for archery in Devon and Cornwall. It is run by a committee, elected at an AGM by its members.

DCAS operates the website www.dcas.org.uk (the "website") and the DCAS Facebook page

Information we gather.

DCAS gathers certain information about affiliated and visiting archers. Information about you may also be used by our affiliated entities, namely local archery clubs.

We collect information in the following ways:

Information you give us.

When you become a member of DCAS you or your club will give us information. You may also give us information when using our website or the Archery GB membership system. Information may include your name, date of birth, postal address, email address, phone number, financial and credit card information, a personal description, disability, ethnicity, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken and a photograph.

When you enter competitions, the following information may be collected and shared with tournament organisers, scoring systems and published in tournament results: Archery GB membership number; First name; Surname; Gender; Bow style; Date of birth; Age category; Email address; Postal address; Phone number; Club (including Archery GB reference number); County; Region; Round shot; whether or not you are physically impaired and information on any physical impairment.

In accordance with our competition entry documentation, photographs and videos may be taken at events, and these images may be used on our website, social media platforms and promotional and or internal documents.

Third-party information about you.

We work closely with third-parties (including, for example, Archery GB, Clubs, County and Regional Associations) and may receive information about you from them.

How we may use your information.

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of DCAS, we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member.

We will use the information we get from your use of our website and services to:

1. Allow you to participate in interactive features of our service, when you choose to do so;
2. Allow us to keep our website safe and secure;
3. Facilitate any other reasonable purposes of DCAS, acting always in accordance with data protection law (as amended from time to time).

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 instance by organising tournaments; liaise with Judges and Coaches
3. Provide you with information about other goods and services that we offer;
4. Notify you about changes to our services, including, but not limited to, any changes to the member benefits;
5. Ensure that content from our website is presented in the most effective manner for you and for your computer;
6. Facilitate any other reasonable purposes of DCAS, acting always in accordance with data protection law (as amended from time to time).

Marketing.

We will not use your information for marketing anything other than the activities of DCAS, and affiliated clubs. For example: Regional tournaments; County Championships; open tournaments staged by clubs.

Information Sharing and Disclosure.

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

Affiliated bodies such as Clubs and County and Regional Societies and Associations 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 of archery in their areas.

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 (for example to government bodies and law enforcement agencies), or in order to enforce or apply other agreements; or
2. To protect the rights, property, or safety of DCAS, our members, or others. This includes exchanging information with companies and organisations for the purposes of fraud protection and credit risk reduction.
3. The details of Judges to Tournament Organisers to enable them to contact Judges to officiate at their tournaments.
4. The details of Coaches to members to assist with coaching.

We require these third parties to comply strictly with our instructions and data protection laws and we will make sure that appropriate controls are in place.

Users under 18

If you are under 18, please ensure that you have consent from a parent or guardian before giving us your personal information.

Keeping your records.

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

We may retain non-identifiable data for statistical purposes for longer than 5 years.

We will keep certain personal information of members for longer in order to confirm your identity and when you were a member of DCAS.

We may retain data for historical purposes such as but not limited to Tournament Results, awards, photographs etc.

Where we may store your information.

The data which we collect from you will be transferred to, and stored by, DCAS's Honorary Secretary and in online systems. Other members of the committee may also hold limited information to administer Teams, Coaching, Judging, memberships etc.

By submitting your personal data, you agree to this transfer, storing or processing.

DCAS will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice. We will not hold data longer than is necessary to administer the duties and responsibilities of the society.

Your rights.

You have the right to:

1. Have any mistakes in your data corrected. If you would like to update the details we hold about you other than online, please contact our Honorary Secretary preferably by email or letter.
2. Request that we delete your personal data. This may result in you not having membership of DCAS.
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 Honorary Secretary 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 notice 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 placing a prominent notice on our website. By continuing to use our website you will be deemed to have accepted such changes.

Enquires and Complaints.

The Honorary Secretary is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing.

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

All complaints should be sent to:

The Honorary Secretary, Devon and Cornwall Archery Society (Address on Website)

You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information using their online form which can be found here:

<https://ico.org.uk/concerns/handling/>

Changes to this Privacy 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 we will contact you via email, the Website or Facebook page. We may also send communications via the club secretaries.

This Privacy Notice was last updated 17th May 2018.