



## **SOUTH BUCKS ARCHERS**

### **PRIVACY NOTICE**

#### **What this privacy notices covers**

South Bucks Archers (SBA) is committed to protecting your personal information. In this notice, references to 'we' or 'us' means South Bucks Archers. This notice explains how we collect and use the personal information about you.

#### **Information we gather.**

South Bucks Archers gathers certain information about you. Information about you is also used by our affiliated entities, namely governing county, regional and national associations.

#### **Information you give us.**

When you become a member of South Bucks Archers you will give us information. Information may include your name, date of birth, postal address, email address, disability, ethnicity, archery qualifications, bank details, award history or CRB / DBS / PVG checks that have been undertaken

#### **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 SBA, we have a legitimate organisational interest to use your information to respond to you.

We also rely on obtaining your consent to use your personal information. For example, we will seek your consent to use your details to register you with the relevant governing bodies- currently Bucks Archery Association, Southern Counties Archery Society and Archery GB.

We may use your information for a number of purposes including the following:

1. Compliance with legal, regulatory and corporate governance obligations and good practice
2. To provide you with information, updates and news from the club and county, regional and national governing bodies.

We will use the information you give us to:

1. perform services you have requested (such as providing you with Membership or providing you with information you have asked for);
2. administer the sport of Archery
3. where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please email [secretary@southbucks-archers.com](mailto:secretary@southbucks-archers.com)
4. notify you about changes to our service
5. any other reasonable purposes of South Bucks Archers, acting always in accordance with the data protection law (as amended from time to time).

#### **Information Sharing and Disclosure**

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

1. Associate bodies such as SBA County, Region and National governing organisations in order that they may communicate with you regarding archery and to allow the smooth running of the sport.
2. Golden Records for the purpose of storing and recording scores, handicaps and classifications.

We require these third parties to comply strictly with Archery GB instructions and data protection laws.

We may disclose your personal information to third parties if we are under a duty to disclose your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

### **Members under 18**

If you are under 18 and would like to get involved, please ensure that you have consent from a parent or guardian before giving us your personal information. When we collect data about a child or young person aged under 18 we will make it very clear as to the reasons for collecting this data and how it will be used.

### **Keeping your records**

Any record of your personal data kept by SBA will be kept only for as long as you are a member of South Bucks Archers.

### **Archery GB**

The data that Archery GB collects from us will be stored by Archery GB at <https://agb.sport80.com>

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

Archery GB will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Where Archery GB has given you (or where you have chosen) a password which enables you to access certain parts of the Archery GB site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

### **Golden Records online**

The scores that we collect from you are stored using a program called Golden Records via the Records Officer. The data is password protected and encrypted for cloud storage. 'Toxik Software' produce and maintain this software, and their Data Protection Notice can be found here- <https://www.archery-software.co.uk/privacy/>

### **Your rights**

You have the right to:

1. Have any inaccuracies in your data corrected.
2. You have a right to request a copy of the personal information we hold about you.

### **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 sending a notice to the primary email address you have provided to us.

### **Enquires and Complaints**

The Club Secretary is the first point of contact regarding any enquires arising from this Privacy Notice.

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

All enquiries and complaints should be sent to: [secretary@southbucks-archers.com](mailto:secretary@southbucks-archers.com)

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/>.