



Bowmen of Warfield Privacy Policy

1. Privacy Policy

The Data Protection Act 1998 (the "DPA") seeks to protect individuals against interferences with their privacy by regulating the way in which personal data is collected, handled, disclosed, used and stored. This has been enhanced with the introduction of the General Data Protection Regulation 2016.

Bowmen of Warfield understands the importance of, and is committed to, protecting data subjects' personal data. For the purposes of the DPA the data controller is the club secretary

This statement sets out how Bowmen of Warfield aims to protect the privacy of personal data, your rights in relation to your personal data managed by Bowmen of Warfield and the way Bowmen of Warfield collects, holds, uses and discloses personal data. This statement explains how we use personal data we collect about you

1.1. Purposes for which Bowmen of Warfield collects personal data.

- To provide you with membership to Bowmen of Warfield
- To register you with Archery GB
- To enable club coaches or officials to administer training sessions
- To respond to inquiries and resolve complaints and disputes
- To comply with applicable laws and regulations and orders of a competent authority
- To provide information about club activities, competition results, coaching, records, website management

1.2. The types of data that Bowmen of Warfield may collect and hold

1.2.1. Personal data that Bowmen of Warfield may collect include

- Your full name;
- Your date and place of birth
- Your postal address;
- Your email address;
- Your telephone number;
- Your gender
- Your bank account information

1.2.2. Personal data that Bowmen of Warfield may hold

Bowmen of Warfield may hold all of the data mentioned in the above paragraph 1.2.1, except your bank account information. This information is deleted as soon as the required activity is completed.



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2. How does Bowmen of Warfield collect your personal data

Bowmen of Warfield usually collects personal data directly from you. Bowmen of Warfield requires you to complete a consent form to acknowledge that you are fully aware of the collection and processing of your personal data.

Bowmen of Warfield may collect personal data about you because Bowmen of Warfield is required or authorised by law to collect it.

2.1. Photography and Filming

As part of your initial and ongoing training as a member of Bowmen of Warfield there may be a requirement to take photographs to help coaches ensure you are shooting safely and not a danger to yourself or others. Permission will be sought in writing requesting opt in when registering to be a member of Bowmen of Warfield. These photographs will not be used for any other purpose other than detailed here.

2.1.1 Photography and Events

Bowmen of Warfield may conduct photography and/or filming at the club for competitions or advertisements on social media platforms etc. Permission will be sought in writing on an individual basis for any photography or filming requesting opt in for each separate individual activity detailed"

2.1.2 CCTV

Bowmen of Warfield's premises are monitored by CCTV. This is to monitor the premises for the sole purposes of monitoring of the site for illegal activities and monitor archers wellbeing whilst shooting. CCTV images are stored on an independent encrypted computer with restricted access controls in place. These images will only be shared as outlined in section 4.1.

3. How long does Bowmen of Warfield keep your personal data

Bowmen of Warfield will keep your data for as long as necessary in order to provide you with membership services available.

Bowmen of Warfield may keep records of your personal data for six (6) months after the date on which your membership is not renewed to handle complaints or disputes that may arise.

Bowmen of Warfield will keep your personal data to the extent necessary to comply with all applicable laws, regulations and code of practices.



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4. Disclosure of personal data

4.1. Disclosure of personal data by Bowmen of Warfield

Bowmen of Warfield may share personal data with:

- Archery GB to register you as an active archer
- Relevant County & Region to register you as an active archer
- Bowmen of Warfield committee members to provide information about club activities, competition results, coaching, records, website management
- Competition and tournament organisers

Bowmen of Warfield will not sell, rent or otherwise disclose your personal data to third parties without your informed consent.

Bowmen of Warfield may share your personal data if it is required to do so by virtue of any legal obligations (such as law enforcement, tax)

4.2. Competition Entries

When you enter competitions the following information may be collected and shared with the tournament organisers, scoring systems and other competitors.

- Target lists and results may be published including
 - Full name
 - Gender
 - Bow Style
 - Date of Birth/ Age Category
 - Club
 - County
 - Region
 - Round (unless defined by age)
 - Disabled (yes/no)
 - Disability information

Training and completion entry information will be shared with the following people or groups.

- Club coaches or officials to administer training sessions
- Club team managers to enter events
- Facility providers for access management to event
- Leagues, county associations (including county schools associations) and other competition providers for entry to events



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4.3. Marketing Communications

Your information will not be used for marketing or promotional purposes without separate consent. Consent will be requested on an individual basis requesting opt in for each individual activity.

Bowmen of Warfield will not sell or rent your personal data to any third party for marketing purposes without your explicit consent (opt-in).

4.4. Security and storage of your information

Bowmen of Warfield takes the security and confidentiality of personal data very seriously. Your information will be stored and processed on a single laptop which is encrypted and password protected.

Bowmen of Warfield takes all reasonable steps to protect your personal data using technical, organisational, and security measures to reduce the risks from misuse, interference and loss; and from unauthorised access, modification or disclosure. This includes as a minimum:

- Limiting physical access to the laptop
- Limiting access to the information Bowmen of Warfield collect about you
- Limiting which personnel authorised to access your data. Only those needed to perform the club services Bowmen of Warfield provides to you.
- Firewalls filter, data encryption
- Putting in place physical, electronic and procedural safeguards

5. Access to your information and your data protection rights

You have the right to access the personal data Bowmen of Warfield holds about you, and request us to delete, correct any inaccurate, out-of-date, incomplete, irrelevant or misleading personal data. You shall be aware that deleting your personal data may prevent us from supplying the club services that Bowmen of Warfield provides.

Bowmen of Warfield shall use reasonable endeavors to provide you access to your personal data within one (1) month of receiving your request.

If you would like to request access to the personal data Bowmen of Warfield holds about you, please contact the club on bowmenofwarfield@googlemail.com alternatively write to the Bowmen of Warfield Data protection Office, Stubbs Hill, Binfield, Bracknell RG42 5NP.

Bowmen of Warfield will take all the necessary steps to verify that it is you making the request before granting access or making corrections to your personal data.

You acknowledge that in the event that your data has been shared with third party organizations that those third parties may have their own policies in relation to data protection and privacy.



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We advise that you read any such policies and you acknowledge that Bowmen of Warfield shall have no responsibility or liability for the use of your personal data by any such third parties.

6. Update to our Privacy Policy

This Privacy Policy may be updated periodically.

We will notify You individually by email of any major changes in this Privacy Policy and in certain circumstances, we may require your consent as a member of Bowmen of Warfield.

7. Contact Us

If you have any questions, complaints or concerns about how we use your personal data, you can contact us by writing to Bowmen of Warfield Data protection Office, Stubbs Hill, Binfield, Bracknell RG42 5NP or by email at bowmenofwarfield@googlemail.com

8. Complaints

If you are concerned on how Bowmen of Warfield handled your personal data, you may send a complaint using one of the following methods:

Email us at bowmenofwarfield@googlemail.com

Send us a letter to Bowmen of Warfield Data protection Office, Stubbs Hill, Binfield, Bracknell RG42 5NP

You will receive a response within a reasonable period.

However, should you consider that your complaint has not been dealt with care, you may decide to contact directly the Information Commissioner's Office (ICO) by:

Phone: 0303 123 1113

Letter: Information Commissioner's Office, Wycliffe House Water Lane, Wilmslow, Cheshire, United Kingdom SK9 5AF

Website: <https://ico.org.uk/>