

Dorset Small-Bore Rifle and Pistol Association



General Data Protection Regulations

Privacy Policy

About this policy

This policy explains when and why we, Dorset Small-Bore Rifle and Pistol Association, collect personal information about our members and how we use it; keep it secure and member's rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people affiliate or enter leagues and competitions.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. Amendments will be sent to last known club secretary. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible person

For the purposes of the GDPR, The County Secretary will be the "controller" of all personal data we hold about members and others. The Secretary is responsible for making sure the county complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's rights

You 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 in **certain circumstances**
- To object to or restrict 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 County Secretary.

Specific use and sharing of personal information

Your personal data (name, address, date of birth) will be used for any appropriate notifications as required by law. In general, your personal data will only be used for the purposes of membership management, (renewals etc.) entries to leagues and competitions. Your email and telephone numbers may be used for communication about news, competition entries/results and other important notices etc. Your name/address and email address may be shared with our current National Governing Body (NSRA). Your personal data will not be passed to anyone else outside the county and your email will only be given to someone outside the county with your permission.

The Lawful reasons for processing your data.

We have three lawful reasons for processing your data, which are:

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

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The county will make every effort to ensure data is only shared with organisations that are GDPR compliant.

What Information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Member's, address, telephone numbers, e-mail address	Managing the Member's membership of the County and county insurance purposes.	Committee and associated working groups
Date of birth / age related information.	Managing competitions which are age related.	
Gender.	Managing competitions which are gender related.	
Section 21 declaration	Ensuring individual compliance with legislation	
Disabilities	Provision of adequate facilities for members.	Emergency services
Emergency contact details.	Contacting next of kin in the event of emergency.	
First Aiders names	To provide a contact point in case of emergency.	
Qualifications	RCO, Instructor and Coaching qualifications for quality assurance purposes	Members and probationary members

Data processed with your consent

The county will seek consent or entry form before processing any information as outlined below.

Type of information	Purpose	Shared with
Member's, address, telephone numbers, e-mail address	Managing the Member's membership of the County.	NGBs and other shooting organisations e.g. British Shooting, County Associations etc.
Date of birth / age related information.	Managing membership categories which are age related. Age related competition opportunities.	
Gender.	Gender related competition opportunities For the purposes of Reporting gender data.	
Disabilities	Provision of adequate facilities for members. Providing competitive and other opportunities.	
Qualification	RCO, Instructor and Coaching qualifications for quality assurance purposes	
Scores	For performance measures related to competition and selection. For media publicity of events	
Photos and videos of members and their firearms	Putting on the County's website and using in press releases.	With permission of the members in each instance.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching, instruction and supervision of shooting activity	Members, other counties and shooting associations and NGBs
Member's name, address, telephone numbers, e-mail address	Website access and newsletter distribution	Web and newsletter publishers – members consent will be requested separate to membership/renewal

The county may be asked to share personal information we process about an individual and the name, address and email address with the NSRA.

Enquiries and other communications with the county

When enquiring about the county we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the county will only be retained for a period of time appropriate to the content or request. County emails will be purged on a regular basis.

Children

Parents or guardians signing consent form are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

The Data Controller will process membership information electronically and hold all information on a database on a secure separate hard drive. A backup of this information will be held on a different secure hard drive. Paper copies of data will be held at the County Secretary's home and secured in a cabinet. If it is necessary to transport data, it will be kept secure.

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

For any on-line payments which we take for affiliations, entries to leagues and competitions we will use a recognised online secure payment system.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data without consent.

Request to see your personal information

If you wish to know what personal data the county holds please email the County Secretary and he/she will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the Secretary informed of changes to their data (e.g. address/telephone number etc. and this is updated at least once a year at affiliation and you are at that time authorising the county to hold such data on file.

The data is kept on file at the Secretary's home address. The data will be normally be kept for up to 5 years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Name, address and length of membership will be kept for up to 30 years for management of historical insurance claims. Names and scores may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.