

# COUNTY OF LANCASTER SMALL-BORE TARGET SHOOTING ASSOCIATION

## General Data Protection Regulation

### Data Protection Policy

#### **About this policy**

This policy explains when and why County of Lancaster Small-Bore Target Shooting Association (CLSTSA, the Association) collects personal information about our Members and Affiliated Clubs, how we use it and keep it secure, and Member's rights in relation to it. This includes competitors in County competitions, visitors and guests. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities with the Association. For the purposes of this document Members include individual members and members of Affiliated Clubs; Council includes Competition Secretaries, Competition Organisers and County Captains.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check the website ([www.clstsa.org](http://www.clstsa.org)) regularly for any amendments. 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](http://www.ico.gov.uk)).

#### **Responsible persons**

For the purposes of the GDPR, the Council is the "controller" of all personal data we hold about Members and others. The Honorary Secretary, Honorary Treasurer, Competition Secretaries, Competition Managers, County Captains, County Coaches, Newsletter Editor and the Webmaster are "processors" of personal data for the purposes described in this Data Protection Policy. The Honorary Secretary is responsible for making sure the Association 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 Honorary Secretary.

#### **Specific use and sharing of personal information**

In general your personal data will only be used for the purposes of membership and affiliation management (renewals etc.) and your email address 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 Association and your email address will only be given to someone outside the Association with your permission.

#### **The Lawful reasons for processing your data.**

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

- (i) processing of your data is necessary for the administration of your membership contract;
- (ii) you have given consent to the processing of your data by signing our privacy statement 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 Association 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**

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Member's address, telephone numbers, e-mail address	<ul style="list-style-type: none"> <li>- Managing membership &amp; affiliations and insurance purposes</li> <li>- Managing County Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Council</li> </ul>
Date of birth / age related information	Managing membership categories which are age related	
Gender	Provision of adequate facilities for Members	
Disabilities	Provision of adequate facilities for Members	
Competency	For accreditation and issue of competency cards	
Emergency contact details	Contacting next of kin in the event of emergency	<ul style="list-style-type: none"> <li>• Council</li> <li>• Emergency services</li> </ul>
First Aiders' names	To provide a contact point in case of emergency	<ul style="list-style-type: none"> <li>• Council</li> <li>• Members</li> </ul>
Qualifications	RCO, Instructor and Coaching qualifications for safety and quality assurance purposes	

Please note data processed for compliance with insurance purposes must be kept for 30 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

#### **Data processed with your consent**

The Association will seek consent in the application form before processing any information as outlined below.

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Affiliated Club contact's name, address, telephone numbers, email address	Managing enquiries about Affiliated Clubs	People enquiring about Affiliated Clubs
Member's and competitor's name, address, telephone numbers, e-mail address	<ul style="list-style-type: none"> <li>- Managing membership &amp; affiliations</li> <li>- Managing County Teams</li> <li>- Managing competitions</li> </ul>	NGB and other shooting organisations e.g. NSRA, ESSU, British Shooting, etc.
Date of birth / age related information	<ul style="list-style-type: none"> <li>- Managing membership categories which are age related</li> <li>- Age related County Teams</li> <li>- Age related competition opportunities</li> </ul>	

Type of information	Purpose	Shared with
Gender	<ul style="list-style-type: none"> <li>- Provision of adequate facilities for Members</li> <li>- Gender related County Teams</li> <li>- Gender related competition opportunities</li> <li>- Reporting gender data</li> </ul>	NGB and other shooting organisations e.g. NSRA, ESSU, British Shooting, etc.
Disabilities	<ul style="list-style-type: none"> <li>- Provision of adequate facilities for Members</li> <li>- Providing competition and other opportunities</li> </ul>	
Competency	For accreditation and issue of competency cards	
Qualification	RCO, Instructor and Coaching qualifications for safety and quality assurance purposes	
Scores	<ul style="list-style-type: none"> <li>- For performance measures related to competition and selection</li> <li>- For media publicity of events</li> </ul>	
Names, scores, photos and videos of Members and competitors and their firearms	Putting on the Association's website and social media pages and using in press releases	<ul style="list-style-type: none"> <li>• Newsletter Editor &amp; Webmaster</li> <li>• Public domain, with permission of the Members or competitors in each instance</li> </ul>
Instructor's & Coach's name, address, email addresses, telephone numbers and relevant qualifications and/or experience	Managing coaching, instruction and supervision of shooting activity	Members, clubs, shooting associations and NGB

The Association may be asked to share personal information we process about an individual and the name, address and email address with an appropriate National Governing Body (NGB), such as National Small-bore Rifle Association (NSRA).

### **Enquiries and other communications with the Association**

When enquiring about the Association and Affiliated Clubs we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the Association will only be retained for a period of time appropriate to the content or request.

### **Children**

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

### **How we protect your personal data**

The Data Processors may process membership and affiliation information electronically and hold information on a secure personal computer or using secure cloud storage. A backup of this information may be held on a secure external hard drive. Paper copies of data may also be collected and held securely at the homes and/or offices of Data Processors. If it is necessary to transport data it will be kept secure.

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

In the unlikely event of a breach of the security of personal data, we will notify Members promptly.

We will never sell personal data, or pass on personal data other than as described in this Data Protection Policy.

### **Request to see your personal information**

If you wish to know what personal data the Association holds, please contact the Honorary 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 Honorary Secretary informed of changes to their data (e.g. address/telephone number etc.). Data required for membership and affiliation is updated at least once a year at renewal, and Members will be required at that time to consent to the Association holding this data on file.

Data is kept on file securely at the homes and/or offices of Data Processors. The data will normally be kept for up to 6 years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Name, address and periods 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.

### **Contact details for the Honorary Secretary**

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Aviator Way  
Manchester M22 5TG  
Tel: 0844 778 6372  
Email: [paul@holdstock.eu](mailto:paul@holdstock.eu)