

## **Somerset Small Bore Shooting Association General Data Protection Regulations - Privacy Policy**

### **About this policy**

This policy explains when and why we Somerset Small Bore Shooting Association (SSBSA) collect personal information about our affiliated clubs and some of their members, 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 SSBSA Data Protection Policy when people engage in activities organised by the SSBSA. Normally this will be through some level of membership/affiliation.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You will be advised by the secretary if the GDP Privacy Policy has been changed or amended. 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 person** - Controllers of the data.

For the purposes of the GDPR, The Secretary; Treasurer; Captains and Competition organisers will be the "controllers" of all personal data we hold about club contacts and others. The Secretary, Treasurer, Captains and competition organisers will be responsible for making sure their aspects of the SSBSA data 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 appropriate Secretary; Treasurer; Captain or competition organiser.

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

In general your personal data will only be used for the purposes of membership and competition management (renewals etc.) and 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 will form part of an affiliation list which will be shared with all other affiliated clubs with the SSBSA. 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 will only be given to someone outside the Association with your permission on an individual case.

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

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

- (a) Processing is necessary for compliance with our legal obligation (Firearm Amendment Act 1988 c.45 Exemptions Section 15 – Firearms clubs)
- (b) Processing of your data is necessary for the administration of your affiliation contract.
- (c) 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 SSBSA 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 under our legal obligation** - currently the SSBSA does not own or hold any weapons, however, the SSBSA does organise open shoots where the following is a requirement:

- Maintain a register of attendance of all members with details of the firearm used

Also see <https://www.gov.uk/government/publications/approval-of-rifle-and-muzzle-loading-pistol-clubs>

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Members name.	To meet our legal obligations	<ul style="list-style-type: none"><li>• Committee and associated working groups</li><li>• Police and/or Home office representative</li></ul>
Date		
Club affiliation		
Details of firearms used		

Please note data processed for compliance with the Firearm Amendment Act 1988 must be kept for 6 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

### **Data processed as a requirement of managing your membership/affiliation to the SSBSA**

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Name, club name, contact address, telephone numbers, e-mail address	Managing your club's affiliation to the SSBSA.	SSBSA affiliated clubs, Captains and Competition organisers

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 SSBSA will seek consent before processing any information as outlined below, usually by a tick box on competition application forms.

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Competition entries: Name, club, averages and scores. Shooters classification – veterans, ladies, disability category and Junior age limits.	1. Managing the competition division/class selection. 2. Performance measures and selection of county teams. 3. Publication of results on county website and affiliated club websites.	1. All SSBSA affiliated clubs – affiliation list. 2. County Captains for selection 3. NSRA inter county competition organisers.
Club coordinators: Name, club, postal address, email and contact telephone numbers	For correspondence of Results hard ware – stickers, medals and trophies etc.	<b>With permission of the coordinator in each instance</b>
Photos and videos of members and their firearms	Putting on the associations website ( <a href="http://www.ssbsa.co.uk">www.ssbsa.co.uk</a> ) and social media pages and using in press releases.	<b>With permission of the members in each instance.</b>
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching, instruction and supervision of shooting activity	SSBSA affiliated clubs. Other clubs and shooting associations and NGBs with permission in each instance.

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

Enquiries made with the SSBSA; the Association may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the SSBSA will only be retained for a period of time appropriate to the content or request. SSBSA emails will be purged on a regular basis.

### **Children** – Juniors under the age of 18.

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

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

The Data Controllers will process membership information electronically and hold all information on a database on a *secure computer*. A backup of this information will be held on a password protected backup memory.

Paper copies of data will be held at:

The SSBSA secretary, Treasurer, appropriately, at their house and secured by locked filing cabinet. If it is necessary to transport data it will be kept secure.

The Captains and competition organisers will produce paper copies of competition results and distribute (by email) to all clubs for posting on their club's notice boards.

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/received, we will use a recognised online secure payment system.

In the unlikely event of a Data Breach we will notify members promptly. The SSBSA will never sell or pass on your personal data without permission in each instance.

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

If you wish to know what personal data the Association holds please email the Secretary, Treasurer, Captain or Competition organiser (appropriate email) and he/she will respond within 14 days of the request (depending on availability).

### **Accuracy and retention of data**

Each affiliated club (secretary, treasurer, captains) is responsible for keeping the SSBSA Secretary informed of changes to their data e.g. address/telephone number etc. the affiliation list will be updated at least once a year at renewal and you are at that time authorising the SSBSA to hold such data on file.

Relevant data list are kept on file at the appropriate *Secretary's* home address; Treasurers home address; Captains home address and all competition organisers home addresses. The data will be normally kept for up to a minimum of *7 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.