

# Privacy Policy

## Burton Constable Company of Bowmen

### What this privacy notices covers

The Burton Constable Company of Bowmen is committed to protecting your personal information. This notice explains how we collect and use the personal information about you.

### Personal Data

When you become a member of Burton Constable Company of Bowmen, you will give us information, which may include your name, date of birth, postal address, email address, phone number, and disability status.

We want to make sure that the personal data we hold about you is accurate and up to date. If any of the details are incorrect, please let us know and we will amend them.

### Information you give us.

When you become a member or renew your membership with the Burton Constable Company of Bowmen, you will automatically be registered as a member of Archery GB, YAA (Yorkshire Archery Association) and NCAS (Northern Counties Archery Society). We will provide Archery GB with your personal data, which they will use to enable access to an online portal for you at (<https://agb.sport80.com>) which, amongst other things, allows you to set and amend your privacy settings. If you have any questions about the continuing privacy of your data when it is shared with Archery GB, please contact [gdpr@archerygb.org](mailto:gdpr@archerygb.org).

### How we may use your information

We rely on obtaining your consent to use your personal information.

- We use your information to process membership forms and payments and to communicate with you about your membership and services we provide, as well as competitions and social events.
- We may, if you have given your permission, display your names, photos and competition scores on our website, although the photos will not show names.
- In accordance with our open competition entry documentation, photography and video may be taken at events and these images may be used on our website, social media platform and promotional / internal documents.
- We will seek your consent to receive marketing via email and post about Archery GB. It is your choice as to whether you want to receive information about the work of Archery GB, how they raise funds and the ways you can get involved.

If you do not want your personal information to be used in these ways, please tick the relevant box(es) situated on the form on which we collect your data.

You can also change any of your contact preferences at any time including telling Archery GB that you don't want to be contacted for marketing purposes by telephone, or by post by using the online Members' system or contacting their membership services team at: [enquiries@archerygb.org](mailto:enquiries@archerygb.org) Should you have a query regarding this please contact their Data Protection Officer.

## Information Sharing and Disclosure

We will share your information with Archery GB and to YAA (Yorkshire Archery Association) and NCAS (Northern Counties Archery Society) by sending your name, membership number and the category of your membership.

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

## Where we may store your information

The data that we collect from you will be transferred to and stored at Archery GB's registered office and online systems, in a secure area in the club house and on the computers of the Secretary and Treasurer. However, whilst we take appropriate technical and organisational measures to safeguard your personal data, please note that we cannot guarantee the security of any personal data that you transfer over the internet to us.

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

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

We keep records only for as long as required to operate the club, in accordance with legal requirements.

## Your rights

You have the right to:

- Have any inaccuracies in your data corrected.
- Request that we delete your personal data.
- Request a copy of the personal information we hold about you. Please address requests to the Secretary.

## Changes to this Notice

We may update the terms of this privacy notice at any 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.

All complaints should be sent to the Secretary, if they concern the Club's use of your data, or to Archery GB, if applicable to them.

This Privacy Notice was updated on 29/5/2024