

Griffin Archers

- Privacy Policy



What this privacy policy covers; Griffin Archers is committed to protecting all your personal information. In this notice, references to 'we' or 'us' means Griffin Archers. This notice explains how we collect and use personal information about you.

Griffin Archers is a not-for-profit voluntary archery club. It is Archery GB registered and affiliated (**AGB Club Number 2625**). Also affiliated to Cambridgeshire Archery Association (CAA) and Southern Counties Archery Society (SCAS). *Archery GB operates the website www.archerygb.org*

Data Protection is controlled by Griffin Archers Club Secretary and executive committee, who in turn comply to the club constitution, policies and General Data Protection Regulation 2018. This is supported and contained under the guidelines of AGB, SCAS and the CAA. As a club Griffin Archers gathers certain information about you. Information about you is also used by our affiliated entities, AGB, county- CAA and regional associations - SCAS.

We collect information in the following ways:

- 1. Information you give us;** When you become a member of Griffin Archers you will give us your personal information. You may also give us information when using our Website or Membership system. This information may include your name, date of birth, postal address, email address, phone number, financial and credit card information, a personal description, disability, ethnicity, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken and possibly a photograph.
- 2. Our Website provider may get information from your use of our Website and services;** Each time you visit our Website, they may automatically collect certain information. This information includes technical information, such as Internet Protocol (IP) addresses used to connect your computer to the internet, your login information, browser type and version, browser plug-in types and versions, operating system and platform and information relating to what pages you have viewed. Our website provider has already entered a contract that means this information is only used in accordance with Griffin Archers and for the promotion of or adaption of the website or the club itself. It uses appropriate encryption and we are confident in the secure storage and then the removal of any personal information they may gather.
- 3. In accordance with our tournaments and shoots entry documentation,** photography and video may be taken at events, and these images may be used on our website, social media platforms and promotional / internal documents. Our membership form and subsequent updates will always require specific permissions for us to do so.

How we may use your information; We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of Griffin Archers, we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member as explained on the Website, we will also require mandatory affiliation with and information sharing with AGB, SCAS and CAA. We also rely on obtaining your consent to use your personal information. For example, we will seek your consent to receive marketing via email about Griffin Archers.

Griffin Archers

- Privacy Policy



The club may use your information for a number of purposes including the following:

1. Compliance with legal, regulatory and corporate governance obligations and good practice
2. To provide you with information about our club nights, meetings, additional shooting, plans or outside competitions you may wish to enter, as you have agreed to receive

We will use the information we get from your use of our Website and services to:

1. administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
2. improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
3. allow you to participate in interactive features of our service, when you choose to do so;
4. as part of our efforts to keep our Website safe and secure;
5. measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
6. make suggestions and recommendations to you and other users of our Website with club information that may interest you or them; and
7. any other reasonable purposes of Griffin Archers, acting always in accordance with the data protection law (as amended from time to time).

Our website provider may also provide us with your information for the reasons stated above.

We will use the information you give us to:

1. perform services you have requested (such as providing you with Membership Benefits or providing you with information you have asked for);
2. administer the sport of Archery, for instance by organising tournaments;
3. notify you about changes to our club its meetings, plans and coaching, including newsletters and access to committee minutes.
4. ensure that content from our Website is presented in the most effective manner for you and for your computer; and
5. any other reasonable purposes of Invictus Bowmen, acting always in accordance with the data protection law (as amended from time to time).

Information Sharing and Disclosure; We may share your information with the following selected third parties:

1. Associate bodies such as County, Region and AGB in order that they may communicate with you regarding archery events only or to allow the associate bodies to manage the running of the sport in their areas.
2. We may disclose your personal information to third parties if we are under a duty to disclose your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

Griffin Archers



- Privacy Policy

3. Our website provider may share your information for the purpose of assisting in the improvement and optimisation of our website.

Users under 18; If you are under 18 and would like to get involved with club matters, please ensure that you have consent from a parent or guardian before giving us your personal information. When we collect data about a child or young person aged under 18 we will make it very clear as to the reasons for collecting this data and how it will be used. All communications will be copied to or sent via a parent or guardian.

Keeping your records; We keep records only for as long as required to operate the service in accordance with legal requirements and tax and accounting rules.

Where we may store your information; The data that we collect from you will be transferred to, and stored at Griffin Archers registered office and online systems. By submitting your personal data, you agree to this transfer, storing or processing. Griffin Archers will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. If a password is forgotten or misplaced a new one will be created for you individually.

You have the right to:

1. Have any inaccuracies in your data corrected. If you would like to update the details, we hold about you other than online, please contact our club secretary or chairman via telephone, email or by letter.
2. Request that we delete your personal data.
3. Request that we do not process your personal data for marketing purposes of the club or at club events.
4. You have a right to request a copy of the personal information we hold about you, from the Club Secretary

Changes to this notice and the way we treat personal information

We may update the terms of this privacy notice at any time, as a Griffin Archer club member we will inform you of every policy or constitutional change at either the AGM or an EGM.

We will notify you about significant changes immediately in the way we treat personal information by sending a notice to the email address you have provided to us and by placing a prominent notice on our noticeboard and the club Website. By continuing to attend club meetings or use our Website you will be deemed to have accepted such changes.

Enquires and Complaints; Club Secretary and Safeguarding Officer is your first point of contact regarding any enquires arising from this Privacy Notice. Where possible,

Griffin Archers

- Privacy Policy



please raise all enquires in writing and copy to the club committee
(whichever you deem appropriate)

All complaints should be sent to: *Griffin Archers, 85 – 87 Norwood Road, March PE15 8PX.*

You may also use the club complaints procedure or bring any complaints direct to the club Chairman, or any Committee Officer. Griffin Archers operates following the Archery GB complaints guidelines (see our Safeguarding policy for details)

Changes to this Policy; We may change this Privacy Notice from time to time. If we make any changes in the way we treat your personal information we will advise you directly through the AGM or an EGM.

Policy written by:	Dianne Searle - Secretary
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Date of policy creation:	11/02/2021
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Revised on:	