



West Windsor Archers Data Privacy Notice

What this Privacy Notice covers:

West Windsor Archers (WWA) is committed to protecting personal information about you, its members. This notice explains how we collect and use personal information about you, and your rights.

Who we are:

WWA is a club for archers based at Dedworth Middle School and run by an executive committee. Members of the club are required to be members of Archery GB (AGB) for legal and insurance purposes. The club is affiliated to Berkshire Archery Association (BAA) and Southern Counties Archery Society (SCAS). WWA operates a website at <https://wwa.org.uk> and publishes an occasional newsletter, the Bowshot. General Data Protection is the responsibility of the executive committee.

Information we gather:

WWA gathers certain information about you. We also provide some of that information to AGB, BAA and SCAS. We collect information in the following ways:

- Membership application/renewal forms
- Competition entry forms
- When you visit the website

Information we collect from you may include your name, date of birth, gender, postal address, email address, phone number, disability, archery qualifications, bow style, and DBS checks that have been undertaken. For junior members contact details for a parent or guardian will also be held.

Information we collect from the website: We may collect some information about frequency of website visits, but we do not collect any IP addresses or data about your computer, browser or operating system. We will keep a username and password to enable you to access member's pages. 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.

We will not carry out any automatic processing of your information such as profiling.

We do not collect information about you from third parties.

We will permit users who sign a register to take photographs and video at events and these images may be used on our website, social media platforms and promotional / internal documents.

How we use your information:

We are required to have a Lawful Basis to use your information. We rely mainly on Consent (as given by you on membership/entry forms). We also rely on Legitimate Interest. For instance, we have a legitimate organisational interest to use your information to contact you on matters of club governance.

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

- To provide you with information of club activities that you have agreed to receive.
- To perform club services such as keeping performance and handicap records.
- To administer the club.

We will provide some of your information to AGB, BAA and to SCAS. This will include name, address, telephone no., e-mail address, date of birth, type of membership, also whether you wish to receive Archery UK magazine, e-zine magazine and third-party communication.

We do not supply any personal information to other third parties. It is your choice what information you wish to receive, by ticking the relevant boxes on your subscription or competition entry forms. You can also change any of your preferences at any time. Contact a committee member.

Keeping your records:

We keep records only as long as is necessary to administer the club effectively. This means that information on lapsed members may be kept only if the committee believe that there is a chance that membership may be renewed at a later date.

Contact Information for archers other than members will be kept at the committee's discretion to enable entry invitations to our open shoot.

Where we may store your information:

The data that we collect from you will be transferred to, and stored by members of the WWA executive committee on personal computers. WWA will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

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

Your rights:

You have the right to:

- Have any inaccuracies in your data corrected. If you would like to update the details we hold about you please contact a committee member in person or via our contact page.
- Request that we delete your personal data.
- You have a right to request a copy of the personal information we hold about you. Contact a member of the executive committee.

Changes to this notice and the way we treat personal information:

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 an email or by placing a prominent notice on our Website and in the club shed.

Enquires and Complaints:

Any enquires regarding this Privacy Notice should be addressed to the executive committee.

The executive committee is the first point of contact regarding any complaints arising from this Privacy Notice or matters concerning your personal information. Where possible, please raise all complaints in writing.

You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information using their online form which can be found here: <https://ico.org.uk/concerns/handling/>.

This Privacy Notice was last updated 23rd April 2018