

ArchwaysTDH privacy notice

What this privacy notices covers

ArchwaysTDH is committed to protecting your personal information. In this notice, references to ‘we’ or ‘us’ means ArchwaysTDH. This notice explains how we collect and use the personal information about you.

Who we are

ArchwaysTDH is an archery club situated on the border of Berkshire and Hampshire, whose focus is on coaching and development of the archery skills of members of ArcheryGB. We are affiliated to:

- Berkshire Archery Association (BAA)- The County
- Southern Counties Archery Society (SCAS) - The region
- ArcheryGB (National governing body)

ArchwaysTDH operates the website www.ArchwaysTDH.co.uk (the “Website”).

ArchwaysTDH is a data controller under the data protection rules and our Data Protection Officer is our Secretary who can be contacted by via the details shown on the website.

Personal information we may gather from you

Depending on the type of activity for which you use our services, we may ask you to provide us with, or we may obtain, personal information about you, such as information regarding your

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- use of and movements through our webpage, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- records of your attendance at any events hosted by us;
- CCTV footage and other information obtained through electronic means such as swipe card and key fob records;
- images in video and/or photographic form and voice recordings;

- your marketing preferences so that we know whether and how we should contact you.
- details of any county & regional membership;
- details of next of kin, family members, coaches and emergency contacts;
- records and assessment of any rankings, classifications or handicaps, competition results, details regarding events/matches/games attended and performance (including that generated through National pathway programmes);
- any disciplinary and grievance information;
- any other personal information that you are willing to share with us relating to your medical condition, which may be required to support a safe coaching programme.

Purposes for which ArchwaysTDH collects personal data.

We have a “legitimate interest” to use your personal information:

- To provide you with membership to ArchwaysTDH
- To affiliate you to the County and Region
- To register you with Archery GB
- To help our coaches and officials develop and administer safe activities for your training and development in the sport of archery
- To respond to inquiries and resolve complaints and disputes
- To comply with applicable laws and regulations and orders of a competent authority
- To provide information about club activities, competition results, coaching, records, website management
- To support grant funding conditions by providing anonymised data with any funding partner e.g. Local Authority
- Ensure we know how you prefer to be contacted
- Keep a record of your relationship with us.
- Building profiles - We do not carry out profiling in relation to children.

We may use profiling and screening techniques to ensure communications are relevant and timely, and to provide an improved experience for our members and individuals with whom we may have a formal relationship with. We do this because it helps us to make appropriate communications, and create relevant activities.

When building a profile, we may analyse geographic, demographic and other information relating to you in order to better understand your interests and preferences in order to contact you with the most relevant communications. We may use additional information from third party sources when it is available.

Competition and Tournaments

When you enter competitions the following information may be collected and shared with tournament organisers, scoring systems and results may be

published: First Name, Surname, Gender, Bow style, Date of Birth / Age category, Email, Address, Phone number, Club, County, Region, Round (unless defined by age), Disabled (Y/N), Disability info.

Information about you from third parties

Further information from coaches and other professionals may be sought to support the planning and safe implementation of a development or training programme, with your permission.

Users under 18

If you are under 18 and would like to get involved, you will need the 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.

Keeping your records

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

We may retain non identifiable data for statistical purposes for longer than 5 years.

Storing your information

ArchwaysTDH 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 the transfer, storing and processing of information.

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 our Data Protection Officer via email or by letter.
- Request that we delete your personal data.
- *Object to profiling. Profiling is any automated processing of personal data to evaluate any feature of your behaviour preference or location, including online tracking and behavioural advertising.*
- You have a right to request a copy of the personal information we hold about you. We require you to prove your identity with two pieces of approved identification. Please address requests to the Data Protection Officer and we will respond within one month, of receipt of your written request and confirmed ID.

Please provide as much information as possible about the nature of your contact with us to help us locate your records. This request is free of charge

unless the request is manifestly unfounded or excessive.

Changes to this notice and the way we treat personal information

We may update the terms of this privacy notice at any time, so please do check it from time to 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 or by placing a prominent notice on our Website. By continuing to use our Website you will be deemed to have accepted such changes.

Enquires and Complaints

The Data Protection Officer is the first point of contact regarding any enquires arising from this Privacy Notice. Where possible, please raise all enquires in writing.

If you are unhappy with our work or something that we have done or failed to do, please inform us in writing. ArchwaysTDH will acknowledge receipt of all complaints and will endeavor to investigate the complaint within 15 working days.

All complaints should be sent to:

tom@archwaystdh.co.uk

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/>