

Privacy Policy

BERKSHIRE ARCHERY ASSOCIATION PRIVACY NOTICE

What this privacy notices covers

Berkshire Archery Association (BAA) is committed to protecting your personal information. In this notice, references to 'we' or 'us' means BAA. This notice explains how we collect and use the personal information about you.

Who we are

BAA is the county representative body for archery in Berkshire, linked with the Regional body of Southern Counties Archery Association (SCAS) and the national governing body of Archery GB (AGB),

BAA operates the website www.berkshirearchery.co.uk (the "Website").

The County Secretary acts as the Data Protection Officer.

Information we gather.

BAA gathers certain information about you. Information about you is also used by our affiliated entities SCAS and AGB.

We collect information in the following ways:

Information you give us.

When you become a member of your archery club or by direct membership of BAA you will give us information. Information may include your name, date of birth, postal address, email address, phone number,.

Information we get from your use of our Website and services.

Each time you visit our Website, we 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 (e.g. using cookies)

Tournament Entry

When you enter competitions the following information may be collected and shared with tournament organizers, scoring systems and results may be published: First Name, Surname, Gender, Bow style, Date of Birth / Age category, Email, Address, Phone number, Club (and ID), County (and ID), Region (and ID), Round (unless defined by age), Disabled (Y/N), Disability info.

In accordance with our competition 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.

Information about you from third parties.

BAA does not collect information about you from third party sources.

How we may use your information

We rely on the legitimate interest basis to use your personal information in some circumstances.

Valid from May 2018

Page 1 of 3

We will use the information you give us to:

1. Administration of the sport of Archery in Berkshire, including for Safeguarding within the region;
2. provide you with information with legitimate organizational interest for distribution of county, regional and national content;
3. any other reasonable purposes of BAA, acting always in accordance with the data protection law (as amended from time to time).

We do not perform any profiling or submit to third party agents for the purposes of profile generation.

Marketing

We will not use your information for marketing purposes.

Information Sharing and Disclosure

We may share your information with the following selected third parties:

1. Associate bodies such as Region and Clubs 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. Officers and Officials of the BAA Committee

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).

Users under 18

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

Keeping your records

We keep records only for as long as required to administer Archery in Berkshire 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 stored with BAA's Secretary.

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

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

Your rights

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 the BAA Secretary via telephone, email or by letter.
2. Request that we delete your personal data.
3. 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

Valid from May 2018

Page 2 of 3

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. BAA will acknowledge receipt of all complaints and will endeavor to investigate the complaint within 15 working days

All complaints should be sent to:

Email: secretary@berkshirearchery.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/>.