

# General Data Protection Regulation

## Privacy Policy

### About this policy

This policy explains when and why the WSRC collects personal information about its members and how we use it, keep it secure and club members' rights in relation to it. This includes probationary members, visitors and guests. We will collect, use and store personal data, as described in this Privacy Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised to check the club's website. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)).

### Responsible person

For the purposes of the General Data Protection Regulation (GDPR), the Club Secretary will be the "controller" of all personal data we hold about club members and others. The Secretary is responsible for making sure that the club complies with the GDPR which applies from 25 May 2018. The club will review personal data every year to establish whether it is still entitled to process it or not.

### Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding the club's data processing practices to the Secretary.

### Specific use and sharing of personal information

Your personal data (name, address, date and place of birth) will be used to notify the Police when you join the club and for any appropriate notifications as required by law. In general, your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news, range closures, competition entries and results and other important notices. Your name/address and email address may be shared with our National Governing Body (NRA). Your personal data will not be passed to anyone else outside the club and your email and/or telephone number will only be given to someone outside the club with your permission.

### Lawful reasons for processing your data

The club has two lawful reasons for processing your data:

(a) Compliance with our legal obligations (Firearm Amendment Act 1988 c.45 Exemptions Section 15 – Firearms clubs).

(b) Administration of your membership contract.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The club will make every effort to ensure that data is only shared with organisations which are GDPR compliant.

### What Information we collect, why we collect it and who we share it with

In addition to the reasons stated below, we may have to disclose your data when we have an inescapable legal obligation.

### Data processed under our legal obligation

## Requirements of Home Office Approval

The club is a Home Office Approved Rifle Club. This means that the club will

- Appoint a Police Liaison Officer – currently the Secretary.
- Maintain a register of attendance of all members with details of the firearm(s) used.
- Inform the Police of any person who has ceased to be a member for whatever reason.
- Inform the Police of any person who has not shot at the club for a period of 12 months.
- Inform the Police of any application for membership, giving the applicant's full name, previous or other name, address, date and place of birth.

Also see <https://www.gov.uk/government/publications/approval-of-rifle-and-muzzle-loading-pistol-clubs>

Type of information	Purpose	Shared with
Names and addresses of members and probationary members.	To meet our legal obligations	<ul style="list-style-type: none"> <li>• Committee and associated working groups</li> <li>• Police and/or Home office representative</li> <li>• Defence Infrastructure Organisation</li> </ul>
Date and place of birth		
FAC details		
Club Attendance and firearms used		
Dates full and probationary membership commenced and ended.		
Names and FAC details of shooting guests.	To meet our legal obligations	<ul style="list-style-type: none"> <li>• Committee and associated working groups</li> <li>• Police and/or Home office representative</li> </ul>

Please note that data processed for compliance with the Firearm Amendment Act 1988 must be kept for 6 years from the end of your membership and is therefore exempt from your right to erasure under GDPR.

## Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Name, address, telephone numbers, e-mail addresses of all members and probationary members.	Managing the Member's relationship with the Club and for insurance purposes.	Committee and associated working groups
Dates full and probationary membership commenced and ended.	Managing the Member's relationship with the Club and for insurance purposes.	
Date of birth	Managing age related membership categories.	
FAC details (Number and issuing authority and expiry date)	Duty of care to ensure firearms are being used lawfully on club premises.	
Section 21 declaration	Ensuring individual compliance with legislation.	Committee and associated working groups
References	To check the applicant's suitability for membership.	
Qualifications	RCO, Instructor and Coaching qualifications for quality assurance purposes.	

Please note that data processed for compliance with insurance purposes must be kept for 30 years from the end of your membership and is therefore exempt from your right to erasure under GDPR.

## Data processed with your consent

Type of information	Purpose	Shared with
Name, address, telephone numbers, e-mail addresses of all members and	Managing the member's relationship with the Club.	NRA and other shooting organisations e.g. County

probationary members.		Associations etc.
Date of birth	Managing the member's relationship with the Club.	
Qualifications	RCO, Instructor and Coaching qualifications for quality assurance purposes.	
Scores	For performance measures related to competition and selection for County teams. For media publicity of events.	
Photos and videos of members and their firearms.	Putting on the Club's website and social media pages and using in press releases.	With permission of the members in each instance.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching, instruction and supervision of shooting activity.	Members, probationary members, NRA and other shooting associations.
Names, emails and phone numbers of entrants to the County's competitions together with scores and placings achieved.	Invitations to the County's competitions. Publicity of competition results, showing name, score and placing only.	Scores will be shared with all entrants and placed on the club's website.

The club may be asked to share personal information which we process about an individual (name, address and email address) with an appropriate National Governing Body (NGB) such as the NRA.

#### **Enquiries and other communications with the club**

When enquiring about the club, we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis.

#### **How we protect your personal data**

The club will process membership information electronically and hold all information on a database on secure computers. Backup of this information will be held on external hard drives. If it is necessary to transport data, it will be kept secure. In the unlikely event of a breach of the security of data, we will notify members promptly. The club will never sell or pass on your personal data.

#### **Request to see your personal information**

If you wish to know what personal data the club holds, please email the Secretary (currently neilkeighley@gmail.com) who will respond within 14 days of the request (depending on availability).

#### **Accuracy and retention of data**

Each individual member is responsible for keeping the Secretary informed of changes to his/her data (e.g. address/telephone number, email address etc). This is updated once a year at renewal; at that time, you are authorising the club to hold such data on file.

The data are kept on file at the Chairman's, Secretary's and/or Treasurer's home address. The data will normally be kept for 6 years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management.

Name, address and length of membership will be kept for up to 30 years for management of historical insurance claims.

Names and scores may be kept indefinitely for reasons of historical significance – e.g. on trophies and plaques.

#### **Action**

If you agree to the foregoing, you must sign the club's Privacy Statement.