

LIZARD PENINSULA BOWMEN

Information may include any or all of: your name, postal address, email address, phone number, date of birth, any disability, and in the case of committee members, a photograph.

When you enter a competition organised by ArcheryGB or any of its affiliated Counties, Regions or Clubs, 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 (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 by those who register to do so, and these images may be used on our website, social media platforms and promotional / internal documents.

How we may use your information:

We 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 activities that you have agreed to receive;
3. To identify the record of scores you achieve (which you submit) whilst shooting with the club.
4. To identify you, from your scoring history, for the award of achievement badges.

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. Notify you about changes to our club, including but not limited to any changes to the membership requirements.

Information Sharing and Disclosure:

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

1. Associate bodies such as County, 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.

We may disclose your personal information to third parties:

1. 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).
2. To protect the rights, property, or safety of Lizard Peninsula Bowmen, Our Members, or others.

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Users under 18:

If you are under 18 and would like to join Lizard Peninsula Bowmen, please ensure that you have consent from a parent or guardian before giving us your personal information (the appropriate form is available on our website). When we collect data about a child or young person aged under 18 we will make it very clear to them as to the reasons for collecting this data and how it will be used.

Marketing:

Lizard Peninsula Bowmen does not engage in any form marketing.

Keeping your records:

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

Your membership information may be retained for 2 years after you leave the club, following this period we will anonymise or delete your membership history.

Where we may store your information:

The data that we collect from you will be transferred to, and stored by, Lizard Peninsula Bowmen (using a program called 'Golden Records') in the cloud via the Records Officer's computer. The data is password protected at physical level, and encrypted for cloud storage. 'Toxik Software' produces and maintains this software, and we hold their Data Protection Notice on file.

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

Lizard Peninsula Bowmen 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 a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You are required not to share a password with anyone.

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, please contact our Records Officer via telephone, email or by letter (contact details as per the website – please request a physical address by e-mail as these are not broadcast).
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 an approved piece of photographic identification. Please address requests to the Records Officer and we will respond promptly upon receipt of your written request and confirmed ID. Please provide

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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 make updates to this Privacy Notice (which is posted on our website) as necessary, so please do check it from time to time.

If we make any significant changes in the way we treat your personal information we will contact you directly by sending a notice to the primary e-mail address you have provided to us; or by placing a prominent notice on our Website.

Enquires and Complaints:

The Club Secretary 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. Lizard Peninsula Bowmen will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days.

All complaints should be sent to our Secretary, who may be contacted via details as posted on our website:

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/>.

ArcheryGB Privacy Policy:

You should also read the Archery GB Privacy Policy to find out how they handle your data. <http://www.archerygb.org/privacy-policy/>