

[Insert Name of Club/Area]

Data Protection Policy

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about players, committee members and others associated with [Club/Area], how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website www.lasba.co.uk regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 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). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

We are the [Club/Area]. We can be contacted at: [EMAIL]

What information we collect and why.

WHAT	SOURCE	SHARED WITH / PROCESSED BY	HOW USED	DURATION KEPT	HOW DELETED
Name, sex, postal address, email address, telephone and mobile numbers, BS player number, DOB, club, events entered	All archers entering [Club/Area] tournaments and league events	Scottish Archery; Club/Area Committee	To communicate with archers, identify age group and organise competitions	Until the archers are no longer eligible for the category of events organised	Electronically deleted. Paper copies either redacted or shredded.
Name, postal address, email, telephone and mobile numbers	Committee Members	Number and sex of juniors shared with Scottish Archery; full details shared with lead coach of junior section	Affiliation info for Scottish Archery; pastoral information for lead coach.	As long as they are affiliated to club. Deleted after one year of non-affiliation	Electronically deleted. Paper copies either redacted or shredded.
Name, sex, postal address, email address, telephone and mobile numbers, BE player number, DOB, pictures at events	Club/Area Members	Team Managers, Coordinators, Committee members if required.	Communication, selection and event entry purposes	As long as archers wish to be considered for selection for the Club or Area/County Teams	Electronically Deleted
Photos of players at tournaments and team matches	Event organisation team (committee/volunteers)	Club/Area website; local newspaper; social media; club/area archive	Results and news items; archive for posterity	Indefinite, or upon request	Electronically deleted.

3. How we protect your personal data

- 3.1 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 3.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 3.3 For any payments that we take from you online, we will use a recognised online secure payment system.
- 3.4 We will notify you promptly in the event of any breach of your personal data that might expose you to serious risk.

5 Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club/Area. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.
- 5.3 We may also pass your personal data to Scottish Archery for the purposes of carrying out surveys when it is in the legitimate interest of the club and Scottish Archery to do so. Scottish Archery may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.
- 5.4 Any changes to the PVG status will be shared with Scottish Archery. That means we can be sure that those vulnerable groups involved with Club/Area are as safe as possible.

6 How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as is required for the purpose that required we obtain the data or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7 Your rights

7.1 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

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1115.

Information Commissioner's Office – Scotland
45 Melville Street
Edinburgh
EH3 7HL

For more details, please address any questions, comments and requests regarding our data processing practices to our [Name] at [Email]