



## **PRIVACY POLICY**

Reviewed September 2024

### **What this Privacy Policy covers**

Reigate Priory Bowmen is committed to protecting your personal information. In this policy, references to 'we' or 'us' means Reigate Priory Bowmen. This policy explains how we collect and use the personal information about you.

### **Who we are**

Reigate Priory Bowmen is a private limited company (Reigate Priory Bowmen Ltd.), run by its members. It is a not-for-profit organisation with the principal objective to promote and encourage participation in the sport of Archery.

The Club is affiliated to:

- Archery GB (the trading name of the Grand National Archery Society)
- The Southern Counties Archery Association
- Surrey Archery (the trading name of The County of Surrey Archery Association)

We operate the website [www.reigatepriorybowmen.org.uk](http://www.reigatepriorybowmen.org.uk) (the "Website")

### Information we gather

Reigate Priory Bowmen collects certain information about you. Information about you is also used by our affiliated entities, namely Archery GB, County and Regional Associations.

#### We collect information in the following ways:

- **Information you give us.**

When you become a member of Reigate Priory Bowmen you will give us information. This information may include your name, date of birth, postal address, email address, phone number, financial and credit card information, a personal description, disability, ethnicity, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken and photographs.

You may also give us information when using our Website or Membership systems.

When you enter competitions, the following information may be collected and shared with tournament organisers and scoring systems: 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. Results of these tournaments may be published which may include First Name, Surname, Gender, Bow style, Age Category, Club Name together with photographs.

- **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.

### How we may use your information

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of Reigate Priory Bowmen, join our courses or enter our tournaments or competitions. We have a legitimate organisational interest to use your information to respond to you, keep you informed about us and our goods and services and to give you the benefits of being a member.

We also rely on obtaining your consent to use your personal information. For example, we may seek your consent to receive marketing via email and post from Archery GB.

### We may use your information for a number of purposes including the following:

- Compliance with legal, regulatory and corporate governance obligations and good practice
- To provide you with information about our work or our activities that you have agreed to receive;
- Ensure we know how you prefer to be contacted
- Keep a record of your relationship with us.

### We will use the information you give us to:

- Perform services you have requested such as:
- Providing membership benefits, including information about our activities and events and to offer our goods and services for example our Club clothing and indoor archery sessions.
- Providing archery courses and have-a-go sessions.
- Entries into competitions and tournaments.
- Provide you with information about other goods and services that we offer that are similar to those that you have already purchased or enquired about.
- Notify you about changes to our service, including but not limited to any changes to the Member Benefits.
- Ensure that content from our Website is presented in the most effective manner for you and for your computer.
- Any other reasonable purposes of Reigate Priory Bowmen, acting always in accordance with the data protection law.

## **How we may use your information**

### **We will use the information we get from your use of our Website and services to:**

- Administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.
- Improve our Website to ensure that content is presented in the most effective manner for you and for your computer.
- Allow you to participate in interactive features of our service, when you choose to do so.
- As part of our efforts to keep our Website safe and secure.
- Any other reasonable purposes of Reigate Priory Bowmen, acting always in accordance with the data protection law.

## **Information sharing and disclosure**

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

- Associate bodies such as Archery GB, County and Region Archery Associations in order that they may communicate with you regarding archery, manage your membership, provide services or to allow the associate bodies to manage the running and promotion of the sport.
- Analytics and search engine providers that assist us in the improvement and optimisation of our website.
- We will not share your personal information for marketing purposes with any other third parties.

### **We may disclose your personal information to third parties:**

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies), or in order to enforce or apply other agreements.
- To protect the rights, property, or safety of Reigate Priory Bowmen, our Members, or others.

## **Users under 18 years old**

If you are under 18 years old 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 operate the service 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 transferred and stored in the UK and in online systems under control of Reigate Priory Bowmen and its officers/committee members. It may become necessary to transfer data that we collect from you to locations outside of the European Economic Area (“EEA”) for processing and storing.

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

Reigate Priory Bowmen will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Where we have either provided you with, or you have chosen for yourself, a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

### 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 other than online, please contact our Data Protection Officer via email or by letter.
- Request that we delete your personal data.
- Request that we do not process your personal data for marketing purposes.
- Unsubscribe from any of our mailing lists at any time by contacting either the Club Secretary [secretary@reigatepriorybowmen.org.uk](mailto:secretary@reigatepriorybowmen.org.uk) or the Chairman [chairman@reigatepriorybowmen.org.uk](mailto:chairman@reigatepriorybowmen.org.uk).
- Object to the processing of your data on grounds relating to your personal situation where we rely on the legitimate interest basis to process your personal information.
- 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 policy and the way we treat personal information**

We may change this Privacy Policy at any time. If we make any significant changes in the way we treat your personal information we will contact you directly.

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.

This Privacy Policy was last updated on **1st September 2024**.

## **Enquiries and complaints**

The Club Secretary should be the first point of contact regarding any enquires arising from this Privacy Policy. 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. We will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days.

All complaints should be sent to:

Reigate Priory Bowmen

37 South Mead

Redhill

Surrey

RH1 2EL

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/>.