

# Lothian Smallbore Shooting Association

## General Data Protection Regulations Privacy Policy

### **About this policy**

This policy explains when and why we (Lothian Smallbore Shooting Association) collect personal information about our members and how we use it; keep it secure and association member's rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities with the association. Normally this will be through participation in competitions organised by the association.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check the website for any amendments ([www.lssa.org.uk](http://www.lssa.org.uk)). 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 GDPR, The Association Secretary will be the "controller" of all personal data we hold about association members and others. The Secretary is responsible for making sure the association complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018.

### **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 our data processing practices to the Secretary.

### **Specific use and sharing of personal information**

Your personal data (name address, phone numbers, email address and date of birth) will be used for the purposes of membership and competition management. Your name, address and email address may be shared with our current National Governing Body (NSRA). Your personal data will not be passed to anyone else outside the association and your email will only be given to someone outside the association with your permission.

### **Reasons for processing your data.**

The tables below give explanations of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The association will make every effort to ensure data is only shared with organisations that 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 where we have an inescapable legal obligation.

## **Data processed as a requirement of managing your membership and running competitions**

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Affiliated clubs' secretary's address, telephone numbers, e-mail address	Managing the membership of the association and for notifications and news.	Association management committee, appointed competition secretaries and team organisers.
Individual members address, telephone numbers, e-mail address	Managing the membership of the association and for notifications and news.	
Affiliated club members' name, address, email address and telephone numbers.	For the management of competitions.	
Individuals date of birth / age related information.	Managing membership categories which are age related.	
Gender.	Managing membership categories which are gender related.	
Disabilities	Provision of adequate facilities for members.	
Qualifications	RCO, Instructor and Coaching qualifications for quality assurance purposes.	
Scores	For performance measures related to competition and selection. For publication of results.	All competitors and organisers of the relevant competition and published on the association website.

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

## **Data processed with your consent**

The association will seek consent in the application form before processing any information as outlined below.

<b>Type of information</b>	<b>Purpose</b>	<b>Shared with</b>
Photos and videos of members and their firearms	Putting on the association'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, other clubs and shooting associations and NGBs

The association may be asked to share personal information we process about an individual and the name, address and email address with an appropriate National Governing Body (NGB). These include the NSRA and STSA.

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

When you contact the association we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the association will only be retained for a period of time appropriate to the content or request. Association emails will be purged on a regular basis.

## **Children**

Parents or guardians signing the membership form are giving their permission for the data to be used as described elsewhere in this policy.

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

The Data Controller will process membership information electronically and hold all information on a database on a personal computer. A backup of this information will be held on a second hard drive. Paper copies of data will be held at the secretary's *house*. Records will be sent between management committee members and competition secretaries by email and royal mail.

Competition secretaries and association members who organise county teams will also process and hold information pertaining to those who have entered competitions and those selected for county teams.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

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

If you wish to know what personal data the association holds please email the Secretary and he/she 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 their data (e.g. address/telephone number etc. and this is updated at least once a year at renewal and you are at that time authorising the association to hold such data on file.

The data are kept on file at the Secretary's home address. The data will normally be kept for up to 3 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 reason of historical significance e.g. on trophies, plaques and other records of awards. Personal data recorded in any minutes from meetings will be kept indefinitely unless the owner requests that it be removed.