

## **Bisley Field Target Organisation**

### **General Data Protection Regulations Privacy Policy**

#### **About this policy**

This policy explains when and why we BFTO collect personal information about our members and how we use it; keep it secure and club member's rights in relation to it. This includes probationary members, visitors and guests. We will collect, use and store personal data, as described in this Data Protection 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 Data Protection Policy from time to time without prior notice. You are advised to check our Club notice board or website ([www.bfto.org.uk](http://www.bfto.org.uk)) regularly for any amendments. 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 Club Membership Secretary will be the "controller" of all personal data we hold about club members and others. The Membership Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are 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 our data processing practices to the Membership Secretary.

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

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/work at the club/range closure, competition entries/results and other important notices etc. Your personal data will not be passed to anyone outside the club and your email will only be given to someone outside the club with your permission.

#### **The Lawful reasons for processing your data.**

We have two lawful reasons for processing your data, which are:

- (a) Processing of your data is necessary for the administration of your membership contract.
- (b) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

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 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

Type of information	Purpose	Shared with
Member's, probationary members and shooting guests, address, telephone numbers, e-mail address	Managing the Member's membership of the Club and club insurance purposes.	Committee and associated working groups
Date of birth / age related information.	Managing membership categories which are age related.	
Gender.	Provision of adequate facilities for members	
Section 21 declaration	Ensuring individual compliance with legislation	
Disabilities	Provision of adequate facilities for members.	
Emergency contact details.	Contacting next of kin in the event of emergency	Emergency services
Member's photograph	Included on Membership card and membership records	Worn while on club premises for anyone to see.

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

Type of information	Purpose	Shared with
Member's, probationary members and shooting guests, address, telephone numbers, e-mail address	Managing the Member's membership of the Club.	The BFTO committee and any external services as may be required by law
Date of birth / age related information.	Managing membership categories which are age related. Age related competition opportunities	
Gender.	Provision of adequate facilities for members. Gender related competition opportunities For the purposes of Reporting gender data.	
Disabilities	Provision of adequate facilities for members. Providing competitive and other opportunities.	
Scores	For performance measures related to competition and selection. 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.
Member's name, address, telephone numbers, e-mail address	Website access and newsletter distribution	Web and newsletter publishers – members consent will be requested separately

### **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. People added to a club waiting list for membership will be informed and asked for permission to store that data at that point.

### **Children**

Parents or guardians signing the probationary or full 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 GDPR compliant cloud-based service, backups and data security are facilitated by the same provider. Paper copies of data will be held in a locked filing cabinet at the BFTO office. If it is necessary to transport data, it will be kept secure.

For any on-line payments which we take from members we will use a recognised online secure payment system.

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 club holds, please login to your membership profile (<https://www.bfto.org.uk/index.php?page=membership>) or email the Membership Secretary ([membership.enquiries@bfto.org](mailto:membership.enquiries@bfto.org)) 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 their own membership data up to date by updating their online profile or keeping the Membership Secretary ([membership.enquiries@bfto.org](mailto:membership.enquiries@bfto.org)) 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 club to hold such data on file.

The data is kept on file in the cloud-based membership system with paper records stored in a locked cabinet at the BFTO. The data will be normally be kept for up to **(insert length of time you propose to keep data e.g. 7 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 awards.

### **CCTV Images**

CCTV is used to record activities on the ranges at the club in the interests of safety and crime prevention. All images are stored onsite in a locked cabinet. The images/data are stored for up to 14 days and then these are over written.

For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about club members, customers and offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, service providers, police forces, security organisations and persons making an enquiry.

Any complaints which rely on this about theft/bullying/abuse etc. must therefore be made within 14 days of the incident otherwise the images will have been overwritten.