

Privacy Policy

AC Delco Bowmen is a “not for profit” association that is committed to respecting the privacy of its members and visitors. This document sets out what information we collect and store, and why we do.

Who we are

AC Delco Bowmen (the club) owns and runs the website <https://www.acdelcobowmenarchery.club> (the website”). AC Delco Bowmen is a data controller under the data protection rules.

What is data?

Data relating to privacy policies" refers to any information collected about an individual that is covered by a privacy policy, meaning personal details like names, email addresses, contact information, location data, browsing history, or any other identifiable information that an organisation collects and needs to manage according to its stated privacy practices; essentially, it's the data that individuals have a right to know how is being used and protected by an organisation.

Using your data

By interacting with the club or the website, your data may be collected. By joining the club or communicating with the club, you are agreeing to your data being collected. This does not affect your rights to have your data deleted. Please contact the club secretary to request data deletion.

Email: secretary@acdelcobowmenarchery.club

How we collect data

The Club collects different types of data in different ways. Below is a list of ways in which we can collect data.

- ✓ Membership Forms
- ✓ Beginners Courses Application Forms
- ✓ Club Record Claim Forms
- ✓ Classification and Award Claim Forms
- ✓ Corporate Event Applications
- ✓ Sign In & Sign Out Forms
- ✓ Photography
- ✓ Website Interaction
- ✓ Incident & Accident reporting
- ✓ Safeguarding Reporting
- ✓ Raffles and Social Events

Why do we collect data?

The club collects data that relates to a member or guests interaction with the club. This includes names, addresses, email addresses, phone numbers, dates of birth, emergency contact information, biological sex, disabilities, special needs, scores, records, progress, use of facilities activity, financial transactions (dates of payments etc).

Do we store bank and card details?

No, the club collects payments and records these on the individuals account but we do not take or store any details relating to bank accounts and payment cards.

How your information is stored

The club keeps records both on paper copies and digitally. All paper copies are securely stored with either the Club Secretary or the clubs Membership Secretary. Names and Archery GB membership numbers may be present on stored score sheets.

Digital information stored on the clubs accounting software is limited to Name, Email Address, and the Dates and Amounts of any financial transaction with the club.

The Club Secretary and the clubs Membership Secretary will hold information digitally on club members and guests. This includes all the information given on membership, competition, beginner course, Have A Go session, Corporate Event application forms. Any email communications are also stored digitally.

Photography

Photography and video may be taken at events or at any time during normal club activities, and these images may be used on the website, social media platforms and promotional / internal documents. Everyone has the right to request that we do not use any images of them.

Anyone wishing to take photographs must complete an application to do so. At this time we collect personal data from the person making the application.

Accidents

In accordance with our insurance obligations, if you have an accident at one of our events or locations we will make a log of this accident.

Information obtained from the website

Information is obtained from the website in a few ways, these are:

- By the completion of application forms, contact forms and feedback forms.
- By visiting the website, your IP Address and time spend on the website may be stored.
- By the use of website cookies.

Information Sharing and Disclosure

We need to share some of your information with other organisations if you become a member of the club. These organisations are listed below.

- Archery GB is the national governing body for archery in Great Britain.
- Hampshire Archery Association (HAA)
- Southern Counties Archery Society (SCAS)

Information can also be shared in some way with, but not limited to the following

- Payment Providers
- Website and email hosting companies
- Insurance Companies
- The authorities (if safeguarding issues arise)
- Ianseo (for tournament applications and target lists)
- Legal Bodies
- Landlords

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, or in order to enforce or apply other agreements; or to protect the rights, property, or safety of the club, our members, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction. No data is shared outside of EEA. In these circumstances, we will require these third parties to comply strictly with our instructions and data protection laws and we will make sure that appropriate controls are in place.

Minors (under 18 years)

The club will always communicate with parents or guardians of a minor, we will collect data on both the minor and the parent / guardian.

Your Data

The club takes the protection of your data seriously and takes whatever step necessary to protect that data. By providing data to the club, you are agreeing for the club to use that data in any way needed to run the club and administer your membership.

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 secretary.
2. Request that we delete your personal data where our lawful basis is consent based.
3. Object to processing under the lawful basis of legitimate interest.
4. 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 secretary and we will respond within one month of receipt of both your written request and confirmed identification. 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.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

Changes to the policy

The club can at its discretion make changes to its Privacy Policy and make it available to everyone.

Enquiries and Complaints

All enquiries or complaints relating to our Privacy Policy and your data should be made to the club secretary. Email: secretary@acdelcobowmenarchery.club

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/>

Cookie policy

About this Policy

This Policy explains how we use cookies and similar technologies such as tags and pixels (together, 'Cookies'). It also helps you to manage what Cookies are set on your device.

What is a Cookie?

A Cookie is a small piece of information that is set on your device when you access our website . It collects information about your use of our Website and helps the Website to recognize and remember you in future.

Why do we use Cookies?

We use Cookies to:

- provide you with services you have requested

- ensure that our Website function properly.
- understand how you use our Website,

What type of Cookies do we use?

The following types of Cookies are set when you access our Website:

1. **Necessary**

These cookies are required for the operation of our website. Without these cookies, services you have asked for, like shopping baskets, cannot be provided.

2. **Functional**

These cookies recognise you when you return to the Website. They remember information, help us to remember your preferences and display relevant content.

3. **Analytical**

These cookies collect information about visitors statistics for the Website (such as the most visited pages), helping us to make improvements to the Website.

First Party Cookies are controlled and set by us and some are set by third parties. We do not control Third Party Cookies.

How to manage Cookies

This section gives you more information about how to manage Cookies. Please note that changes to your Cookie settings will apply to all websites that you visit on your device. However, these changes will only apply to the device on which you make them, so if you want to manage Cookies on other devices then you will need to update the settings on those devices separately.

Browser settings

You can manage Cookies through your browser settings. Information about how to do this on key browsers is provided via the links below, and more general guidance is available at www.allaboutcookies.org.

CONTACT DETAILS

Please contact the club secretary with any enquiries and complaints

Email: secretary@acdelcobowmenarchery.club