

Ayre Clay Target Club General Data Protection Regulations Privacy Policy

About this policy

This policy explains when and why we Ayre Clay Target Club 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. The Policy encompasses the following related factions:- The ACTC 100 CLUB, AYRE CLAY TARGET CLUB LTD & BLUE POINT PROPERTIES LTD.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Club Website www.ayreclaytargetclub.com or Notice Board 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.

Responsible person

For the purposes of the GDPR, The Club Secretary will be the "controller" of all personal data we hold about club members and others. The Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 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 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 name/address and email address may be shared with our current National Governing Body (MANX CLAY TARGET SHOOTING ASSOCIATION), your personal data will not be passed to anyone else 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 under our legal obligation

Type of information	Purpose	Shared with
Members, probationary members and shooting guest's names and address.	To meet our legal obligations	<ul style="list-style-type: none">• Committee and associated working groups• Police
Date and place of birth		
Dates that full and probationary membership commenced and ended.		

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
Dates full and probationary membership commenced and ended.	Managing the Member's membership of the Club and club insurance purposes.	
Date of birth / age related information.	Managing membership categories which are age related.	
Gender.	Provision of adequate facilities for members.	
Disabilities	Provision of adequate facilities for members, guests & visitors	
Emergency contact details.	Contacting next of kin in the event of emergency.	Emergency services

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.	MCTSA and other shooting organisations e.g. CPSA.
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	Putting on the Club's website and social media pages and using in press releases.	
Member's name, address, telephone numbers, e-mail address	Website access and newsletter distribution	Web and newsletter publishers members consent will be requested separate to membership/renewal

The club may be asked to share personal information we process about an individual and the name, address and email address with an appropriate Governing Body which may include MCTSA & CPSA.

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 secure computer a backup of this information will be held on a portable hard drive. Paper copies of data will be held at the club house and secured in a locked filing cabinet. If it is necessary to transport data it will be kept secure.

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 email the Secretary email@ayreclaytargetclub.com and he/she will respond within 14 days of the request (depending on their 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 club to hold such data on file.

The data will be kept on file on the Clubs computer and a portable hard drive. The data will be normally be kept for up to 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.

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 one month of the incident otherwise the images will have been overwritten.