

Worcestershire Small-bore Rifle and Pistol Association

Privacy Notice

The General Data Protection Regulations (GDPR) which become effective on the 25th May 2018, requires all Contacts to be informed that their personal information is stored by electronic means.

This policy explains when and why the Worcestershire Small-bore Rifle and Pistol Association (WSBRPA) will collect personal information and how we use it; keep it secure and people'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 WSBRPA. The Regulations require personal data to be processed according to the following data protection principles:

- o Processed lawfully, fairly and transparently.
- o Collected only for legitimate purposes.
- o Be adequate, relevant, and limited to what is necessary.
- o Must be accurate and kept up to date.
- o Stored only for as long as is necessary.
- o Ensure appropriate security, integrity and confidentiality.

This Privacy Notice gives details of how personal information is stored and used:

What information is being/has been collected and how is it stored

All personal details of Contacts are held by the following two electronic means:

1. A Contacts Database in Microsoft Excel containing personal information that was provided by the individual with their initial membership application. This information contains some or all of: Name; Date of birth; Postal address; E-mail address; Telephone number(s) and relevant shooting disciplines, history of contact Any person can request an extract of the Contacts Database showing all their personal information held, which will be sent to their registered e-mail address.
2. A mail list on MailChimp.

How is personal information collected?

All personal information was provided by the contact when affiliating a club, or entering a competition. Nothing has been or will be collected from social media sites, hearsay, or from anything concerning financial circumstances or medical history, which we have no knowledge of nor access to.

Why is it being collected?

E-mail addresses are required so that messages can be sent to individual contacts as necessary. These are used to distribute newsletters and mailings to all subscribing contacts. Contacts must ensure that their e-mail address is current to continue receiving those messages. If they no longer wish to receive them, recipients have the option to 'unsubscribe', by contacting the Webmaster.

Postal addresses are required for the printing of mailing labels to send prizes etc.

Telephone numbers are required to contact a Contact directly. This could be to notify the cancellation of a meeting, request results return or to ascertain the reason for an 'undelivered' e-mail, usually because an address has been changed without updating a personal profile.

Dates of birth, where provided, are necessary to ensure correct entry into junior or veterans events.

Who will it be shared with / who has access to it?

The Database is accessible by secure electronic means only to the Secretary, Webmaster and Competitions Organisers. Access is removed once anyone ceases to perform those roles. No information is shared with any organisation outside the WSBRPA, other than County Committee member and County nominated witnesses details that are required for affiliation to the NSRA.

How will it be used?

Those listed above require access to verify contacts entitlements, to administer our Affiliations, administering Competitions, including the preparation of results. No personal details are used for any purpose other than those described in this Notice. E-mails sent do not include the addresses of other members.

What will be the effect of this on the individuals concerned?

All personal information has been freely given and can be requested for viewing by the individual concerned. The individual can have the data amended or deleted, as required.

Is the intended use likely to cause individuals to object or complain?

The intended use of personal data described above is essential for the effective administration of the WSBRPA. The use of electronic communication is the most efficient and cost-saving means of distributing information. Any contact who objects to the storage of their personal information by the means and for the purposes as described above must inform the Secretary or Webmaster and their information will be deleted.

The relevant addresses for the Secretary, Webmaster and Competitions Organisers are available on the web site at: www.wsbrpa.org.uk.