# About this Policy

* 1. This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
	2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
	3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [https://www.burnhamrifleclub.org.uk](https://www.burnhamrifleclub.org.uk/%20%20) or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
	4. We will always comply with the Data Protection Act (DPA) including the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the DPA and GDPR can be found at the website for the Information Commissioner [www.ico.gov.uk](http://www.ico.gov.uk). For the purposes of the DPA/GDPR, we are the ‘controller’ of all personal data we hold about you.

# Who are we?

* 1. We are Burnham on Sea Rifle Club. We can be contacted at Burnham on Sea Rifle Club, Cassis Close, Burnham on Sea, Somerset, TA8 1NN

# What information we collect and why.

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| **Type of information** | **Purposes** | **Legal basis of processing** |
| Member's name, address, telephone numbers, e-mail and address. | Managing the Member’s membership of the Club. | Performing the Club’s contract with the Member.For the purposes of our legitimate interests in operating the Club. |
| The names and ages of the Member’s. | Managing the Member’s membership of the Club | Performing the Club’s contract with the Member. |
| Emergency contact details | Contacting next of kin in the event of emergency | Protecting the Member’s vital interests and those of their dependants |
| Date of birth / age related information | Managing membership categories which are age related | Performing the Club’s contract with the Member. |
| Gender | Provision of adequate facilities for members. | For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender. |
| Name / Address /RCO/  | Reporting information to the National Small-bore Rifle Association (NSRA). | For the purposes of the legitimate interests of the NSRA to maintain reporting/diversity data. |
| Name, address, telephone, date of birth, place of birth, occupation, email and firearms certificate number (if applicable) | Police Information Form | In accordance with current Police fire arms legislation:[Firearms Act 1968](https://www.legislation.gov.uk/ukpga/1968/27/contents) [The Firearms (Amendment) Rules 2017](http://www.legislation.gov.uk/uksi/2017/1281/made) [Guidance on Firearms Licensing Law April 2016](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/518193/Guidance_on_Firearms_Licensing_Law_April_2016_v20.pdf)  |
| The Member’s name | Managing competition entries and results. | For the purposes of our legitimate interests in holding competition for the benefit of members of the Club. |
| The Member’s Name & Age (if junior Member) | Sharing competition results with other clubs and NSRA and providing to local and national media. | For the purposes of our legitimate interests in promoting the Club. |
| Photos and videos of Members and their rifle | Putting on the Club’s website and social media pages and using in press releases. | Consent. We will seek the Member’s consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or written letter. |
| Attendance DatabaseThe following information is Stored -Name /Date /Rifle used /Reason for attendance  | Managing the attendance Club’s Membership Database. (Local DB, held at the club – this data is currently not shared with any third parties), but is used to ensure compliance with the clubs attendance requirements. | For the purposes of our legitimate interests in operating the club for membership attendance and type of shooting that the club member has undertaken whilst attending.  |
| Name, e-mail address and telephone number of each RCO. | Information published on Club’s website, in Club’s newsletter and other publications, in the Club’s marketing materials and made available to the NSRA, in each case as a point ofcontact at the Club | For the purposes of our legitimate interests in operating and promoting the Club |
| The Member’s name and e-mail address, whilst a current member after ceasing to be a member of the Club | Passing to the NSRA for the NSRA to conduct reporting/surveys of Members and former members of the Club. See paragraph 5.3 below. | For the purposes of our legitimate interests in operating the Club and/or the legitimate interests of the NSRA in its capacity as the governing body of full bore rifle and pistol shooting sports in the UK. |

# How we protect your personal data

* 1. We will not transfer your personal data outside the EU without your consent.
	2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
	3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
	4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

# Who else has access to the information you provide us?

* 1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraph 5.2 and 5.3 below.
	2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub- processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.
	3. We may also pass your personal data to the NRA for the purposes of carrying out reporting when it is in the legitimate interest of the club and the NRA to do so. The NRA may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.

# How long do we keep your information?

* 1. We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs’ legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data annually to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with policy requirements and exemptions, and the establishment, exercise or defence of legal claims.

# Your Rights

* 1. You have rights under the GDPR:
1. To access your personal data
2. To be provided with information about how your personal data is processed
3. To have your personal data corrected
4. To have your personal data erased in certain circumstances
5. To object to or restrict how your personal data is processed
6. To have your personal data transferred to yourself or to another business in certain circumstances.
	1. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's, Office Wycliffe House Water Lane, Wilmslow Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Members Secretary.

# Burnham on Sea Rifle Club Responsibility Statement

The information contained in this guidance represents the BOSRC’s interpretation of the law as at the date of this edition of the application. The club takes all reasonable care to ensure that the information contained in this guidance is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this guidance, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.