

**General Data Protection Regulations
Privacy Policy**

About this policy

This policy explains when and why the CNWRPA collect personal information about our members & clubs and how we use it, keep it secure and the member'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 held by the County Association and normally this will be through some form of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. The Secretary will advise you of any amendments and the amended document will be posted to the County website. We will only share your personal data with any third parties as outlined in this policy.

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).

Responsible person

For the purposes of the GDPR, the **County Association's Secretary** will be the "**controller**" of all personal data we hold about County Association members and others. The Secretary is responsible for making sure that the County Association complies with the 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 Secretary (cheshireriflepistolassociation@gmail.com).

Specific use and sharing of personal information

Your personal data [name, address, email address & telephone number(s)] will in general only be used for the purposes of membership management (affiliation renewals etc) and your email and telephone numbers may be used for communication about news about the County Association, competition entries & results and other important notices etc. Your name/address and email address may be shared with our current National Governing Body (NGB), the National Smallbore Rifle Association (NSRA). Your personal data will not be passed to anyone else outside the County Association and your email address will only be given to someone outside the County Association, other than the NGB, with your permission.

The Lawful reasons for processing your data

- a) Processing of your data is necessary for the administration of your affiliation/membership contract
- b) You have given consent to the processing of your personal/club's 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 County Association will make every effort to ensure data are 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 affiliation/membership

Type of information	Purpose	Shared with
CNWRPA Club Committee Members/Contacts and Coaches address, telephone numbers, email address(es)	Managing the County Association's membership and for County Association insurance purposes	County Association Committee, NGB and associated working groups
Dates affiliation commenced and ended	Managing the County Association's membership and for County Association insurance purposes	
Date of birth/age related information	Managing any membership categories which are age related	
Emergency contact details	Contacting next of kin in the event of emergency	Emergency services
Qualifications	RCO, Instructor and Coaching qualifications for quality assurance purposes	County Association Committee, NGB and associated working groups
Competency (if required)	For accreditation and issue of competency cards (if required)	

Please note data that are processed for compliance with insurance purposes must be kept for 30 years from the end of your affiliation and are therefore exempt from your right to erasure under GDPR.

Data processed with your consent

The County Association will seek consent in any application form (affiliation and entry forms etc) before processing any information as outlined below (greyed areas do not apply):

Type of information	Purpose	Shared with
Club contacts' address, telephone numbers, e-mail address	Managing the County Association's membership	NGBs and other shooting organisations e.g. British Shooting, NSRA, North West Region Target Sports Association or other County Associations etc
Date of birth & age related information	Managing age related competition opportunities.	
Gender	Gender related competition opportunities. For the purposes of reporting gender data & funding opportunities.	
Disabilities	Providing competitive and other opportunities.	
Qualification	Range Conducting Officer (RCO), Instructor and Coaching qualifications for quality assurance purposes.	
Scores	For performance measures related to competition and selection. For media publicity of events & website.	
Photos and videos of competition entrants and their firearms	Putting on the County Association's website and social media pages and using in press releases (if applicable).	With permission in each instance

Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience	Managing coaching, instruction and supervision of shooting activity.	Members, Affiliated Clubs, other County Associations, shooting Associations and NGBs
County competitors' name	Website access and newsletter distribution.	Web and newsletter publishers – consent will be requested separately
Username/name/email address	Managing the County website	Shared only with website administrators, held within the secure admin area of the website purely for website administration.

The County Association may be asked to share personal information we hold about an individual e.g. name, address and email address with an appropriate NGB. These include British Shooting, the NSRA, North West Region Target Sports Association (NWRTSA) and other County or Regional Associations.

Enquiries and other communications with the County Association

When enquiring about the County Association we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the County Association will only be retained for a period of time appropriate to the content or request. County Association emails will be purged on a regular basis (approximately 6 monthly).

How we protect your personal data

The Data Controller will process County affiliation information electronically and hold all information on a database on a secure computer (paper copies of affiliation forms may also be held). A back-up is held on a personal server. The server & the computer together with any paper copies of data will be held at the Secretary's home. If it is necessary to transport data it will be kept secure.

The nominated official from the Association (usually the Statistical Officer) will process competition entries and store the Club Secretary's/nominated contact details in a secure password protected cloud location. Any paper copies of entry forms will be shredded within 2 months following the event.

Any photos that the Statistical Officer has are on OneDrive (Microsoft product which offers file level encryption and is also Password protected). Photos may be published to the County website.

Other Committee members, coaches and instructors may also process and hold information pertaining to people under their instruction and necessary information will be made available to coaches and instructors only as required e.g. names/email addresses and phone numbers.

For any on-line payments which we may take in the future 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 County Association holds please email the Secretary (cheshireriflepistolassociation@gmail.com) 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 the Secretary informed of changes to their data (e.g. address/telephone number etc. and this will be reviewed/updated at least once a year at renewal and you are at that time authorising the County Association to hold such data on file.

The data are kept on file at the Secretary's home and/or in a secure area on the County Association's website (if available) to enable electronic renewals.

The data will be normally be kept for up to 6 years. It may be kept for a longer periods for reasons of legal and civil action or other ongoing case management.

Name, address and affiliation data will be kept for up to 30 years for management of historical insurance claims.

Names/club names and scores on website/County records, trophies, plaques and other awards may be kept indefinitely for reasons of historical significance and will be exempt from your right to erasure under GDPR.

Information pertaining to the County Website

Anyone wishing to access the secure area of the County website is asked to register using a "username" and current email address. Those usernames and email addresses are only visible to website administrators. The information will never be shared or sold and are purely there for administrative purposes – we may from time send an email from the website to make you aware of changing information or changes to GDPR Policy.

The website and database is hosted through 1&1, a company based in Germany and the server is also located in Germany. The Database is secured using a password. Data are not shared outside only within the County organisation.

➤ Website Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

1 May 2018