



Kettering Archers

Privacy Policy

What this privacy notices covers

Kettering Archers is committed to protecting your personal information. In this notice, references to 'we' or 'us' means Kettering Archers. This notice explains how we collect and use your personal information.

Who we are

Kettering Archers is one of six sporting sections that makes up Kettering Sports Club, and is operated by its members for its members. It is affiliated to Northamptonshire County Archery Society, East Midlands Archery Society and Archery GB.

Kettering Archers operates the website www.ketteringarchers.co.uk (the 'Website').

Kettering Archers is a data controller under the data protection rules.

Information we gather

Kettering Archers gathers certain information about you. Information about you is also used by our affiliated entities, namely Archery GB, East Midland Archery Society, Northamptonshire County Archery Society and Kettering Sports Club.

We collect information in the following ways:

1. Information you give us

a. Membership

When you become a member of Kettering Archers you will give us information to enable us to process your membership application. Information may include your name, date of birth, postal address, email address, phone number, disability, medical information, ethnicity, your archery qualifications, award history and DBS checks that have been undertaken.

When you claim a club record information we ask for may include your name, email address and telephone number.

b. Beginners Course or Taster Session

When you enquire to join a beginners course or taster session, you give us information to enable us to process your request. Information may include your name, date of birth, postal address, email address, phone number, disability, medical information and ethnicity.

c. Open Competitions

When you enter competitions the following information may be collected and shared with tournament organisers; scoring systems and results may be published: First Name, Surname, Gender, Bow style, Date of Birth, Age category, Email, Address, Phone number, Club (and ID), County (and ID), Round (unless defined by ages), Disabled (Y/N), Disability information.

d. Photographs

Photography and video recordings may be taken at events, and these images may be used on our website, social media platforms and promotional / internal documents. When you are at a Kettering Archers venue or an event run by us, if you wish to take photographs we will ask you to sign the photograph register in line



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with the Archery GB policy. This information may include name, address, telephone number and email address.

2. Information we get from your use of our Website

Each time you visit our Website, we may automatically collect certain information. This information includes technical information, such as Internet Protocol (IP) addresses used to connect your computer to the internet, browser type and version, browser plug-in types and versions, operating system and platform and information relating to what pages you have viewed (eg using cookies).

How we may use your information

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of Archery GB, we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member as explained on the Website regarding features of being a member.

We also rely on obtaining your consent to use your personal information. For example, we will seek your consent to receive marketing via email about competitions and events we are hosting.

We may use your information for a number of purposes including the following:

- a) Compliance with legal, regulatory and corporate governance obligations and good practice.
- b) To provide you with information about our work or our activities that you have agreed to receive.

We will use the information we get from your use of our Website and services to:

- a) administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.
- b) improve our Website to ensure that content is presented in the most effective manner for you and for your computer.
- c) allow you to participate in interactive features of our service, when you choose to do so.
- d) as part of our efforts to keep our Website safe and secure.
- e) measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you.
- f) make suggestions and recommendations to you and other users of our Website about goods or services that may interest you or them.
- g) any other reasonable purposes of Kettering Archers, acting always in accordance with the data protection law (as amended from time to time).

We will use the information you give us to:

- a) perform services you have requested (such as providing you with Membership Benefits or providing you with information you have asked for).
- b) administer the sport of Archery, for instance by organising tournaments.
- c) provide you with information about other goods and services that we offer that are similar to those that you have already purchased or enquired about.
- d) notify you about changes to our service, including but not limited to any changes to the Member Benefits.
- e) ensure that content from our Website is presented in the most effective manner for you and for your computer.
- f) any other reasonable purposes of Kettering Archers, acting always in accordance with the data protection law (as amended from time to time).



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Marketing

When you join Kettering Archers you will automatically be added to our distribution list, this means that we can communicate to you information that is relevant to you as a member of the club. If you do not wish to receive this information you can just let us know via secretary@ketteringarchers.co.uk. If you do choose opt out of this information, we will keep your details on a 'suppression list' to ensure that we do not continue to contact you.

Information Sharing and Disclosure

We may share your information with the following selected third parties:

- a) Associate bodies such as Archery GB, Northamptonshire County Archery Society, East Midlands Archery Society and Kettering Sports Club in order that they may communicate with you regarding archery events only or to allow the associate bodies to manage the running of the sport in their areas.
- b) We may disclose your personal information to third parties if we are under a duty to disclose your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

Users under 18

If you are under 18 and would like to get involved, please ensure that you have consent from a parent or guardian before giving us your personal information. When we collect data about a child or young person aged under 18 we will make it very clear as to the reasons for collecting this data and how it will be used.

Keeping your records

We keep records only for as long as required to operate the service in accordance with legal requirements and tax and accounting rules.

We will keep the following specific data for these periods:-

- Membership details- information will be retained until membership is cancelled or has lapsed by 1 year.
- Beginners Course/Taster Sessions – information will be retained for 1 year
- Coaching records – information will be retained for 1 year after expiry of coaching licence or leaving the club.
- Tournament entries – information will be retained for 2 years
- Accident/incident reports forms – information will be retained for 3 years
- Photograph Register – information will be retained for 5 years
- Attendance Registers – information will be retained for 5 years
- Completed safeguarding report forms – information will be retained for no longer than 6 years if there is no further cause for concern.
- Results & Record claims – information will be retained indefinitely.

Where we may store your information

The data that we collect from you will be stored by the club secretary, it will also be transferred and stored at Archery GB's registered office and online systems. By submitting your personal data, you agree to this transfer, storing or processing.

Kettering Archers will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.



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Your rights

You have the right to:

- a) Have any inaccuracies in your data corrected. If you would like to update the details we hold about you other than online, please contact our Data Protection Officer via telephone, email or by letter.
- b) Request that we delete your personal data.
- c) Request that we do not process your personal data for marketing purposes.
- d) You have a right to 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 Data Protection Officer and we will respond within one month, of receipt of your written request and confirmed ID. 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.

Changes to this notice and the way we treat personal information

We may update the terms of this privacy notice at any time, so please do check it from time to time.

We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our Website. By continuing to use our Website you will be deemed to have accepted such changes.

Enquiries and Complaints

The Data Protection Officer is the first point of contact regarding any enquiries arising from this Privacy Notice. Where possible, please raise all enquiries in writing.

If you are unhappy with our work or something that we have done or failed to do, please inform us in writing. Kettering Archers will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days

All complaints should be sent to: secretary@ketteringarchers.co.uk.

Changes to this Notice

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will contact you directly.