

## **Privacy Notice**

We are Harlow Town Rifle & Pistol Club (“We/Us/Our”). We are committed to protecting and respecting your privacy in accordance with the 2016 General Data Protection Regulations. For any and all personal data (“you/your”) as a Data Subject provide for the purposes of your membership, Harlow Town Rifle & Pistol Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### **What personal data We hold on you**

You may give Us information about you by filling in forms at an event or online, or by corresponding with Us by post, phone, e-mail or otherwise. This includes information you provide when you register with Us as a visitor or guest, or join directly without attending a visitor day. The information you give Us may include your name, date of birth, place of birth, address, e-mail address, phone number, firearm details, firearms/shotgun certificate details, shooting experience, name of other shooting clubs you are a members of, details of any past FAC revocations, details of any past shooting club membership terminations, a Section 21 declaration and your photograph. In addition to this, We will also hold records of your attendance at Our organised shooting days and Our organised competitions.

### **Why We need your personal data**

The reason We need your personal data is to be able to administer your application for membership and your membership when you are accepted. We are also required to provide periodic reports to the police in line with Home Office requirements. Our lawful basis for processing your personal data is that We have established “Legitimate Interests” to provide Our services to you as Our member and to provide periodic reports to the police.

Any need outside of the above will be treated as needing “Consent” and We will contact you before We do anything outside of this policy.

Reasons We need to process your personal data include:

### **For training and competition entry**

- sharing personal data with club coaches or officials to administer training courses;
- sharing personal data with the UKPSA when you have completed a UKPSA training course;
- sharing personal data with match officials and the UKPSA when you enter one of Our competitions;
- for overseas competitors entering Our matches, sharing personal data with the Police in order to obtain a Visitor’s Permit.

### **For membership and club management**

- processing of membership applications and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of competition results

### **Who We share your personal data with**

We do not supply any personal data it holds for any purpose to any third party except the police and the UKPSA. Occasionally, We are asked to give a reference about you to another club or Association and We will ask your Consent before doing so.

We use websites to collect some data and utilises cloud backup services where appropriate safeguards are in place to ensure the security of that personal data.

### **How long We hold your personal data**

We will hold your personal data on file for as long as you are a member with Us. Any personal data, excluding published data such as match results, We hold on you will be deleted after ten years of inactivity. Your data is not processed for any further purposes other than those detailed in this policy.

**Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

If you have a need to contact Us regards this policy or have any questions concerning your Data Subject Rights please email [info@htrpc.co.uk](mailto:info@htrpc.co.uk)

As a data subject you are not obliged to share your personal data with Us. If you choose not to share your personal data with Us, We may not be able to register or administer your membership.