



Down Hatherley Rifle Club

Privacy Notice

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

This policy explains when and why the Down Hatherley Rifle Club (DHRC) 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 DHRC. 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 Members are held by the following two electronic means:

1. A Members 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, FAC details and NSRA/NRA affiliations. Any person can request an extract of the Members 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 is provided by the Member when affiliating to the club, or when initiating contact with the Club via email or the Club Website, with the following address: www.thedhrc.co.uk. Nothing has been, nor 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 Members as necessary. These are used to distribute newsletters and mailings to all subscribing Members. Members 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 Secretary.



Postal addresses are required for the printing of mailing labels for any legitimate club function.

Telephone numbers are required to contact a Member 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, Treasurer, Chair and Competitions Organisers. Access is removed once anyone ceases to perform those roles. No information is shared with any organisation outside the DHRC, other than Committee members and Nominated Witnesses that are required for affiliation to the NSRA.

How will it be used?

Those listed above require access to verify Members' entitlements, to administer our Affiliations, and to administer 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 DHRC. The use of electronic communication is the most efficient and cost-saving means of distributing information. Any Member who objects to the storage of their personal information by the means and for the purposes as described above must inform the Secretary and their information will be deleted.