

Cumbria & Northumbria Target Shooting Association (C&NTSA)

General Data Protection Regulations Privacy Policy

About this policy

This policy explains when and why we (C&NTSA, hereinafter referred to as the “Association”) collect personal information about the representatives of clubs that enter our competitions and the individual entrants themselves and how we use it; keep it secure and their rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people and clubs participate our competitions and for selection as members of our county teams.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website (<http://cntsa.org.uk/>) regularly for any amendments. We will only share your personal data with any third parties as outlined below.

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 Association Secretary will be the “controller” of all personal data we hold about contacts and others. The Association Secretary is responsible for making sure the Association complies with the General Data Protection Regulation (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.

Contact’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
- To object to or restrict how your personal data is processed

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

Specific use and sharing of personal information

Your personal data (club, name, address, telephone number, email address) as appropriate will only be used for the purposes of organising and processing the competitions entered and other important matters such as the issue of news and results along with any important information you are deemed to need. Your name, address and email address may be shared with those Association officials responsible for competition entries or county team selection. Your personal data will not be passed to anyone else outside the Association and your email will only be given to anyone outside the Association with your permission.

The Lawful reasons for processing your data.

We have two lawful reasons for processing your data. These are:

- (a) Processing of your data is necessary for the administration of the competitions you have registered for and/or entered.
- (b) You have given consent to the processing of your data.

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 Association will make every effort to ensure data is 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.

(a) Data processed as a requirement of the administration of the competitions you have entered

Type of information	Purpose	Shared with
Club and name	Managing the entrant's activities in the competitions entered.	Committee and associated working groups such as scorers
Club, name, average and scores.	For publication of results on the Association's website and by email distribution to participating clubs. For any media publicity of events or newsletters.	All clubs participating in our competitions. Web and newsletter publishers and readers of the Association's website and any other media they may be present on. It is a condition of entry that competition entrants' clubs, names and scores will be published on the Association's website with unrestricted access.
Name and average	Team selection to shoot on behalf of the Association	County Teams organiser(s), NSRA, NSRA scorers, web and newsletter publishers and readers of the Association's website and any other media they may be present on.
Photos and videos of members and their firearms	Publishing on the Association's website and social media pages and using in press releases as required.	With permission of the individual(s) in each instance.

(b) Data processed with your consent

The Association will seek consent on the competition entry form before processing any information as outlined below.

Type of information	Purpose	Shared with
Club contacts' club, name, address, telephone numbers, e-mail address	Managing the club's activities in current and future competitions.	Committee and associated working groups such as scorers and engravers

How we protect your personal data

The Data Controller and those Committee members and others it is shared with (see above) will process contact information electronically and hold all information on a database on a secure computer. Paper copies of data will be held at the Competition Secretary's house. If it is necessary to transport data it will be kept secure.

Any online payments which we take from contacts will utilise a recognised online secure payment system.

In the unlikely event of a breach of the security of data we will notify contacts 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 Association holds please email the Secretary and he/she will respond within 20 working days of the request (depending on availability).

Accuracy and retention of data

Each club representative is responsible for keeping the Secretary informed of changes to their data (e.g. address/telephone number etc.). This is updated when entering competitions in subsequent seasons, and you are at that time authorising the Association to hold such data on file.

The master copy of such data is kept on file at the Secretary's home address. Such data will be kept for no more than five years after any club's last active participation in our competitions and will be removed from all copies held by the Secretary and any other officials of the Association after that time. Names, clubs and scores in results files will be kept indefinitely for reasons of historical significance – e.g. on trophies, plaques and other awards - and for the maintenance of archived records.