

## Hurworth Air Gun Club – Privacy Policy

Hurworth Air Gun Club, (HAGC) is an amateur precision target shooting club and is run by volunteers through its annually elected Management Committee.

HAGC is not part of any group and is run as a Community Amateur Sports Club providing grass roots access for community sporting activity through it's not for profit operations, as can be found on the HRMC website:

<<<https://www.gov.uk/government/publications/community-amateur-sports-clubs-casc-registered-with-hmrc--2/h-i-j-k>>>

HAGC is affiliated to the

- Durham & Cleveland Small-bore Rifle Association, DCSRA
- National Small-bore Rifle Association, NSRA and
- Croft Working Men's Club (CWMC), within the curtilage HAGC resides.

This Privacy Policy explains how HAGC uses any personal information collected about you when you:

- visit the HAGC website << <http://www.hurworthagc.co.uk/index.html>>>
- email HAGC
- phoning HAGC
- visit HAGC
- become a member of HAGC
- attend special events such as the annual HAGC Open Shoot.

This Policy is effective from 24 May 2018 and will be reviewed annually thereafter.

### *Topics covered*

- What information do we collect about you?
- How will we use the information about you?
- Access to your information and correction
- Cookies
- Other websites
- Changes to our privacy policy
- How to contact us.

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### Summary

	Visiting the HAGC website	Emailing HAGC	Phoning HAGC	Visiting HAGC	As a member of HAGC	Attending special events
What information do we collect about you? (data set)	None.	Name and email as supplied by you.	Name and phone number as supplied by you.	Name and address Date of birth if under 18 with parent / guardian details.	Name, address, phone numbers, email address, In case of emergency (ICE) contact, shooting insurance details.	Name, address, phone numbers, email address, average handicap score.
How will we use the information about you?	N/A as no data is collected.	To facilitate a response to your enquiry	Progress throughout probationary period. In-house record keeping.	In-house record keeping. Affiliation to DCSRA, NSRA and CWMC Competition results.	In-house record keeping. Competition results posted on HAGC website.	
Access to your information and correction	Please submit a Subject Access Request to the Club Secretary and a small fee may be payable.					
Cookies	Nil.					
Other websites	Any links to external websites are not the responsibility of HAGC for the content or control in the management of these external websites. This privacy policy is only for activity controlled and managed by HAGC.					
Changes to our privacy policy	Reviewed at the Annual General Meeting, copy available in the Club from the main notice board, on the website or on request.					
How to contact us	In person at the Club at an open session between the times of: <ul style="list-style-type: none"> <li>• Sunday 1030 to 1130 or Tuesday 1930 to 2030 or Thursday 1930 to 2030</li> </ul> By emailing the Club on <ul style="list-style-type: none"> <li>• <a href="mailto:hurworth.agc@ntlworld.com">hurworth.agc@ntlworld.com</a></li> </ul> By phoning the Club Chair via: <ul style="list-style-type: none"> <li>• +44 (0) 1642 476 960</li> </ul>					

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## Visiting the HAGC website

- The HAGC website accessed <<<http://www.hurworthagc.co.uk/index.html>>> is a simple website site created and owned © by HAGC
- The website is hosted externally to HAGC via <<<https://cpanel.com/>>>
- The website has an embedded Twitter feed from @hurworthagc
- The website is written to World Wide Web Consortium (W3C) standards
- The website contains links to other websites but HAGC is not responsible for the content, control or management of these external websites
- A copy of this Policy will be included on the website at <<[http://www.hurworthagc.co.uk/Hurworth\\_Air\\_Gun\\_Club\\_TandCs.html](http://www.hurworthagc.co.uk/Hurworth_Air_Gun_Club_TandCs.html)>>
- The website collects no data at all and has no cookies or tracking applications.

## Emailing HAGC

If you email HAGC directly via

- <<[hurworth.agc@ntlworld.com](mailto:hurworth.agc@ntlworld.com)>> or

via the link from the website

- <<[http://www.hurworthagc.co.uk/Hurworth\\_Air\\_Gun\\_Club\\_Contact\\_Us.html](http://www.hurworthagc.co.uk/Hurworth_Air_Gun_Club_Contact_Us.html)>>

your email will be sent to two recipients

1. the Club Treasurer, and
2. the Senior Committee Member – Child Protection Officer.

Your email will be delivered to private, secured, devices owned and controlled by those individuals via Virgin Media email exchange. The information you freely provide may be shared electronically with the Club Chair and other committee members to resolve your enquiry.

Your email will not be shared with any other organisation and or people outside HAGC.

## Phoning HAGC

If you phone HAGC via the number provided on the website

<<[http://www.hurworthagc.co.uk/Hurworth\\_Air\\_Gun\\_Club\\_Contact\\_Us.html](http://www.hurworthagc.co.uk/Hurworth_Air_Gun_Club_Contact_Us.html)>>

any details will be written down by the Club Chair. The information you freely provide may be shared with the other committee members to resolve your enquiry.

## Visiting HAGC

If you have made arrangements to visit HAGC you will be required to sign-in on the Attendance Sheet which are kept in the club room. Attendance Sheets are collected on an ad-hoc / weekly basis by the Club Treasurer and a stored offsite of the HAGC club house for seven years after which they are destroyed. If the authorities, such as the Police, ask if you have attended HAGC the Attendances Sheets will be checked and details provided.

You will also be required to complete a Novice Shooter through to Membership Proposal Form which contains:

- Full name
- Address including phone number and postcode.

For juniors under 18, in addition:

- Date of birth
- Name, address including phone number and post code of parent / guardian.

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Your Novice Shooter through to Membership Proposal Form is used to manage your progress through the initial, maximum, three months of attendance and will record each visit and the training given.

Novice Shooter through to Membership Proposal Form are kept in a locked cabinet onsite. The cabinet is accessible only to full members of HAGC.

Novice Shooter through to Membership Proposal Form are kept for seven years and then destroyed.

Details may be requested by the authorities to meet any applicable law, regulation, legal process or enforceable Governmental request

### **As a member of HAGC**

When you become a full member the following information is required as a condition of membership:

- Full name
- Address including phone number and postcode
- In Case of Emergency (ICE) contact
- Shooting insurance details.

For juniors under 18, in addition:

- Date of birth
- Name, address including phone number and post code of parent / guardian.

If required a personal emergency evacuation plan (PEEP) this will be developed with you and shared with senior members of the club as required to assist in case of an emergency.

As a condition of being a full member of HAGC

- your name and address and telephone contacts are shared with the Croft Working Men's Club for single adult affiliation
- your name and email are shared with the DCSRA and NSRA for club affiliation and competition entry.

For those members elected to Senior Members or the Management Committee, mobile contact numbers will be posted within the main cabinet in the club room.

### **Attending special events**

Events such as the annual HAGC Open Shoot are arranged occasionally and shall generally require the following information:

- Full name
- Address including phone number and postcode.

This data will be used for

- In-house house keeping
- Creation of shooting details
- Competition results, results will be posted on the HAGC website.

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## Responsible Officer

The Club Secretary shall be responsible for data compliance in accordance with this Policy.

## ICO Self-Assessment

Completed 21 March 2018

<https://ico.org.uk/for-organisations/register/self-assessment/y/N/Y/Yes/Yes/Yes>

- |  |     |
|--|-----|
| 1. Do you use CCTV for the purposes of crime prevention?   | No  |
| 2. Are you processing personal information?  | Yes |
| 3. Do you process the information electronically?  | Yes |
| 4. Is your organisation responsible for deciding how the information is processed?   | Yes |
| 5. Do you only process information for one of the following purposes?<br>(domestic or recreational reasons (i.e. information relating to a hobby)) | Yes |

Result: *You are under no requirement to register*

*Organisations or individuals who only process personal data for judicial functions, to maintain a public register or for domestic or recreational reasons are exempt. You therefore do not have to register with the ICO.*

*However, it is important that you continue to adhere to the principles of the Data Protection Act (DPA) and understands best practice for managing information. To help ensure you are complying with the DPA, we have produced a range of training materials including practical toolkits, training videos and more.*

*You can still register voluntarily if you wish.*

## Action Plan 2018

1. All current members will be informed of this new Policy, at the AGM and display on the Club notice board
2. All current members will be asked to review the data held by 30 June 2018
3. All current members will be asked if they consent (by a signed, time and date stamped Data Consent Form for Existing Members) to the use of their data (for each data set) in accordance with this Policy by 30 June 2018
4. All paper records held at the Club premises will be reviewed and any superfluous data confidentially destroyed by 30 June 2018
5. All paper and electronic records held by the Club off premises will be reviewed and cleansed of data that is superfluous by 30 June 2018
6. New combined Starter to Membership form to be used from 24 May 2018.

## Version control

V01.00 May 2018 Proposal at AGM 24 May 2018 for incorporation into Club rules

V00.01 March 2018 Draft for Committee consideration.