



Berkshire Archery Coaching Group

Serving the Coaches of the County Association of Berkshire



THE BERKSHIRE ARCHERY COACHING GROUP PRIVACY NOTICE

[Abstract](#)

This notice explains how the Berkshire Archery Coaching Group Archery Club collects and handles your personal information, what it is used for, how long it will be kept for, your personal data rights, how you remain (Opt-in) or Opt-out of the coaching group.

Approved: BACG Committee

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THE GENERAL DATA PROTECTION REGULATIONS

New Data Protection changes came into force in the UK on 25 May 2018. The General Data Protection Regulations (GDPR) affords you as an individual more control over how your data is used and puts more control measures in place for the organisations using the data.

THE BERKSHIRE ARCHERY COACHING GROUP ARCHERY CLUB

The Berkshire Archery Coaching Group Archery Club (BACG), hereafter known as 'the Club', have developed this privacy notice to make you aware of what personal information we hold, the type of information we will share with you, the information we will share within the archery community and to explain the options you have for Opting into or out of the Coaching Group.

The Club is a registered Archery GB archery club in its own right and is a closed club with a small number of directly affiliated members. By the rules of the Constitution, if you are a member of Berkshire Archery Association (BAA) and a qualified and licensed coach, then you are automatically considered an associated member of the club if you choose to be. Membership is fee.

In this notice, references to 'we' or 'us' means the Club. References to 'you' or 'yours' refers to Club members.

The Club is committed to protecting the personal information of its members. The details we hold that you have supplied or have been supplied by Archery GB (AGB) will only be used within the legitimate interest of the Club and within the archery community which is defined later this document. Protecting your data from unauthorised use is our highest priority, and we confirm that we will never share any member's personal details with any commercial organisation, such as an archery supplier or with others club members without their specific consent.

We are the representative coaching body for archery in the county of Berkshire, linked with the Berkshire Archery Association (BAA) and the regional body of Southern Counties Archery Association (SCAS) and the national governing body for archery, Archery GB (AGB) ¹.

The Club Secretary acts as the Data Protection Officer to the Club.

WHAT WE DO

The Club provides a focus for archery coaching in Berkshire and offers support to coaches through seminars, workshops and coach education courses. It also runs coaching clinics and other performance and development activities related to the sport of archery.

The Club is managed by an elected committee that is appointed at its Annual General Meeting.

¹ Please see link to Archery GB Privacy Notices.
The BACG Privacy Notice

What is Personal Data

Personal data is any data, available to us, which can be used to identify you. It may have been obtained through training, provided directly by you, or provided by AGB.

THE INFORMATION WE POSSESS

When you become a trained and licenced coach the Club collects information to enable them to continue to supports and communicate with you after your training course. This is limited to your name, your club name and your email address. New trainees will henceforth be asked to Opt-in or Opt-out of this information sharing.

AGB regularly share information with the County Coaching Officer (CCO) which includes your club name, your AGB membership number, coaching level and coaching licence renewal date.

UNDER 18'S

If you are under 18 and would like to get involved in Club activities please ensure that you have consent from a parent or guardian before giving us your personal information.

INFORMATION WE GET FROM ADDITIONAL TRAINING AND DEVELOPMENT

When you enrol for Continuous Professional Development (CPD) training or for Coach Enhancement training you complete an enrolment form. We share this information with seminar or workshop organisers and in the latter case with Archery GB. This is for administrative purposes to enable us to plan, arrange venues and other facilities, to monitor attendance and in the case of CPD to issue attendance certificates and certificates of acknowledgement.

INFORMATION SUMMARY

To summarise we possess the following information on all our members.

1. Name
2. E-mail address
3. Club name
4. AGB membership number
5. Coaching level
6. Coaching licence renewal date
7. Telephone number (if you have supplied this information)

The GDPR require that we inform you that we hold this information.

INFORMATION AND ARCHERY GB (AGB)

In addition to information supplied to the CCO to enable the smooth running of the coaching community within the County, the Club holds information on directly affiliated AGB club members, including their Name, AGB membership number, DOB, Gender, Home address, E-mail address, Primary telephone number, Licence details and qualifications.

The Club Secretary is the only Club member who is able access directly affiliated members information via their [Sport:80](#) account. The secretary uses this information for the purposes of running the Club in order to maintain AGB membership.

AGB has a membership database which you can view via your AGB members portal, thus providing you with increased control by giving you access to the data they hold, please see your [Sport:80](#) account.

The GDPR require us to inform you, our directly affiliated members that the Club secretary has access to this information.

CLUB ACTIVITIES

We will provide Club members with regular information about our club activities, training opportunities and share information with you in order to keep you up to date about:

1. Your coaching licence renewal.
2. Coaching education and development opportunities to enhance your coaching grade.
3. Coaching clinics and other performance and development activities.
4. Events that we are organising that we feel you as a coach may be interested in, such as forthcoming seminars and workshops that enable you to participate in Continuous Professional Development (CPD) training.
5. The future direction of the coaching group and its activities.
6. Other club related business.
7. The Annual General Meeting.
8. The general running of the coaching group.
9. Information we gather from surveys of Club members.
10. Information about CPD activities in other counties within SCAS.

If you are under 18 and would like to get involved in Club activities please ensure that you have consent from a parent or guardian before attending Club activities.

THE ARCHERY COMMUNITY

In addition to AGB sharing information with the Club the, information is shared with associate bodies within the archery community namely the County (BAA) and the Region (SCAS). Please note we do not share your information with other 3rd parties or organisations for their commercial use or for other reasons.

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

1. To generate statistical information about our activities and pass this information within the community. For example, the coach numbers within the County, Continuous Professional Development (CPD) activity, Survey data and for performance training feedback.
2. With AGB for the purposes of maintaining the membership registration details of affiliated Club members ².
3. With SCAS and BAA for the purposes keeping them up to date on Club activities, programmes and general statistics about the Club.

We may disclose your personal information:

1. 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) on production of an appropriate warrant for such data;
2. to protect the rights, property, or safety of the 'Club', it's Members, Associate Members or others representatives in the Club.

MARKETING

The Club do not use your personal information for marketing purposes.

² Affiliate Club members are required to be members of BAA and SCAS.
The BACG Privacy Notice

KEEPING YOUR RECORDS

We keep your records only for as long as required to operate the Club in accordance with legal requirements.

Your personal data will only be kept by the Club for as long as you remain a member or associate member of the Club.

The following applies:

1. If you are an affiliated Club member and do not renew your AGB membership, your coaching licence will be suspended. The Club will subsequently remove your details from the club's membership listing and communications from the Club stop.
2. If you are an affiliated club member of another club and do not renew your AGB membership the above applies.
3. If you are affiliate or associate Club member and do not submit your coach renewal application when due and your coaching licence expires or you have not met Disclosure and Baring Service (DBS) requirements, you will automatically be removed from the list of coaches supplied to the CCO by AGB. If this happens you do not qualify to remain a member of the Club and your details will be temporarily removed from the Club communication list. The situation will be clarified with you and your suspension may be withdrawn or made permanent.

WHERE WE STORE YOUR INFORMATION

The data that we collect is stored by the Club Secretary ³.

There is a requirement to share and process data by other committee members, namely the Renewals Officer and Treasurer.

All data holders' computers have password protection software to prevent unauthorised access and operate reputable virus protection software.

By submitting your personal data, you agree to this transfer, storing or processing ⁴.

³ AGB supplied data to the CCO will be held by the CCO and copied to the club secretary.

⁴ The Club committee members will take all reasonable steps to ensure that your data is treated securely and in accordance with this Privacy Notice.

YOUR RIGHTS

You have the right to:

1. Request a copy of the personal information we hold about yourself. You may not request information about any other member (not even a family member, that request should come from that person directly to us). In some circumstances we may require you to prove your identity with two pieces of approved identification. Please address requests to the Club Data Protection Officer who 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. It may be necessary for you to contact AGB's Data Protection Officer.
2. Have any inaccuracies in your data corrected. If you would like to update the details we hold about please contact the club Data Protection Officer initially via email, by letter or by telephone. It may be necessary for you to contact AGB's Data Protection Officer.
3. Request that we delete your personal data. Note that we require your information for the normal running of the Club, so we are only able to delete your data if you also choose to leave the club.
4. Opt-out of being a club member by writing to Club Secretary ⁵.
5. Lodge a complaint with the Information Commissioner's Office if you are concerned with how we are handling your personal information.

ENQUIRES AND COMPLIMENTS

The Club Secretary is the first point of contact regarding any enquires or compliment arising from this Privacy Notice. Where possible, please raise all enquires in writing.

If you are unhappy with our work or something that we have done or failed to do in regard of protecting your personal data, please inform us in writing. The Club will acknowledge the receipt of your concerns or issues and will endeavour to investigate these within 20 working days.

COMPLAINTS

If a written complaint against a member or associate member is received that infringes your privacy, by the Club Secretary or any other Officer, supported by a witness or other corroboratory statements, the Chairman in consultation with other members of the Club Committee, shall consider what action if any needs to be taken. If action is considered to be necessary the committee may consult with the County or Regional Committees or to Archery GB ⁶.

All information enquires, complements or complaints should be may sent in writing to Club Secretary by e-mail.

⁵ See communications section.

⁶ Ultimately you may Lodge a complaint with the Information Commissioner's Office.

COMMUNICATION

The primary method of communication with Club members is by e-mail whilst the secondary method is by telephone. The primary contact within the Club is the BACG Club Secretary.

A full list of committee members can be found within the coaching section of the BAA website.

THE BAA WEBSITE

The BAA operates a website (the “Website”) of the association of archery clubs in Berkshire. The Club Secretary provides the BAA webmaster with information about coaching matters which they subsequently place on the Website. This represents the public face of the BACG Archery Club (the Club).

The coaching pages of the website⁷ contain:

1. A list of BACG (the Club) committee members and a link to the BACG Constitution.
2. Details of coaching events.
3. Coaching news.
4. Details of coaching group meetings.

OPTING-IN OR OPTING-OUT

We would like to continue communication with you and to share appropriate information with you in order to keep you up to date about what is happening within the Berkshire coaching community.

Under the GDPR you have the choice of positively “Opt-in” or “Opt-out” of information that would likely be used by the Club and information you might receive from the Club.

If you Opt-in we will continue to provide information as listed in our ‘Club Activities’ and directly support you. To Opt-in simply e-mail the Club Secretary and confirm that you have read this ‘Privacy Notice’ and wish to continue as a member of the Club.

If you choose to Opt-out the Club will:

1. Acknowledge the receipt of your mail to Opt-out.
2. Cease to correspond directly with you about club activities⁸.
3. Delete your details from the Club’s communication listing⁹.

To Opt-out write to the BACG Secretary (the Club secretary)

Coaching_secretary@berkshirearchery.co.uk

⁷ The information held on the website may change or vary.

⁸ If you chose to Opt-out, Club information will continue to be displayed on the ‘Website’

⁹ Your coaching details will continue to be sent to the CCO by AGB but remain off the Clubs e-mail listing.

CHANGES TO THIS NOTICE

We may update the contents of this privacy notice at any time.

We inform you or possibly consult with you about significant changes by sending a notice to your primary email address or by placing a prominent notice on the coaching section of the BAA Website. By continuing to use the BAA Website and correspond with us you will be deemed to have accepted such changes.

LINKS

The following links apply within this document.

Description	Link
The Berkshire Archery Association (the website)	www.berkshirearchery.co.uk
The Coaching page of the website	http://www.berkshirearchery.co.uk/page6.html
The list of BACG committee members	http://www.berkshirearchery.co.uk/page6.html
The BACG secretary (the Club Secretary)	Coaching_secretary@berkshirearchery.co.uk
The Renewal Panel Chair	Coaching_renewal@berkshirearchery.co.uk
The clubs Data Protection Officer	Coaching_dataprotection@berkshirearchery.co.uk
The BACG constitution	http://www.berkshirearchery.co.uk/BACG%20Constitution%2015.03.18.pdf
Southern Counties Archery Association	http://www.scasarchery.org.uk/Web/
Archery GB (AGB)	http://www.archerygb.org
AGB members portal	http://www.archerygb.org/members-portal/
AGB Privacy Notices	http://www.archerygb.org/privacy-policy/
Information Commissioner's Office	https://ico.org.uk/concerns/handling/