

The Chepstow Rifle Club

Registered Charity No. 518854

N.R.A Affiliation No. 187

N.S.R.A Affiliation No. 1662



General Data Protection Regulations / Privacy Policy

About this policy

This policy explains when and why we Chepstow Rifle Club (CRC) collect personal information about our members and how we use it; keep it secure and club member's rights in relation to it. This includes members, probationary members, visitors and guests.

We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Club notice board or Website 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 Data Protection Officer will be the "controller" of all personal data we hold about club members and others.

The Data Protection Officer is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applied from 25 May 2018.

We will review personal data every year to establish whether we are still entitled to process it or not.

Member'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 in certain circumstances
- To object to or restrict how your personal data is processed in certain circumstances

For more details, please address any questions, comments and requests regarding our data processing practices to the Data Protection Officer via dpo@chepstowrifle.club

Specific use and sharing of personal information

Your personal data (name, address, date of birth, place of birth) will be used to notify the Police when you join the club and for any other appropriate notifications as required by law. In general your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news/work at the club/range closure, competition entries/results and other important notices etc.

Your name/address and email address may be shared with our current National Governing Body (NSRA, NRA) and Affiliated Organisations (IBIS) . None of your personal data (other than described above) will not be passed to anyone else inside/outside the club without your permission.

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

The Lawful reasons for processing your data.

We have three lawful reasons for processing your data, which are:

1. Processing is necessary for compliance with our legal obligation (Firearm Amendment Act 1988 c.45 Exemptions Section 15)
2. Processing of your data is necessary for the administration of your membership contract.
3. You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

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 club 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

Data processed under our legal obligation

Requirements of Home Office Approval

The club is a Home Office Approved Rifle Club. This means that the club will:

- Appoint a Police Liaison Officer – currently the Club Secretary
- Maintain a register of attendance of all members with details of the firearm used
- Inform the Police of any person other than a guest member who has ceased to be a member for whatever reason
- Inform the Police of any person other than a guest who has not shot at the club for a period of 12 months
- Inform the Police of any application for membership giving the applicant's full name and address, date and place of birth and the date on which they became a member

Also see <https://www.gov.uk/government/publications/approval-of-rifle-and-muzzle-loading-pistol-clubs>

Type of information	Purpose	Shared with
Full (Legal) Name	To meet our legal obligations Process and/or Manage Membership / Membership Applications Club Insurance Purposes	Committee Committee (Secretary) Local Police Force and/or Home Office representative.
Date and Place of Birth		
Residential Address		
Firearm / Shotgun Certificate Details		
Dates probationary and full membership commenced and ended.		
Club Attendance and Firearms used		
Section 21 Declaration		
FAC/SGC refused or revoked		
Ammunition Purchases		

Please note data processed for compliance with the Firearm Amendment Act 1988 must be kept for 6 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

Data processed as a requirement of managing the club and your membership

Type of information	Purpose	Shared with
Email Address	Process and/or Manage Membership / Membership Applications	Committee and with consent other members.
Telephone Number	Membership Communication	
Key Holder Register	Security and Access Control	Committee Local Police Force and/or Home Office representative.
Members Photograph / Videos	Process and/or Manage Membership / Membership Applications Social Media	Other Members Public (Social Media)
GiftAid Declaration	Process and/or Manage Membership / Membership Applications	Committee (Secretary) Committee (Treasurer) HMRC / Charity Commission or representative

Data processed with your consent

Chepstow Rifle Club is affiliated with multiple other external entities such as National Governing Bodies (NGB); in order to provide services and facilities to members from these external entities, they may ask for us to share information about our members.

By wishing to use / using the services/facilities provided by these external entities, all members agree to be automatically enrolled to each external entity; These can be opted out, by individual members, by placing a request to the Club Secretary.

Type of information	Purpose	Shared with
Full (Legal) Name	<p>To provide services from affiliated organisations (see NGB Privacy Policies)</p> <p>Competency: Accreditation and issue of competency cards</p> <p>Qualifications: RCO, Instructor and Coaching qualifications for quality assurance purposes</p>	<p>Committee</p> <p>National Governing Bodies</p> <ul style="list-style-type: none"> ● NRA ● NSRA ● Other affiliated organisations e.g. IBIS Rifle Club, British Association for Shooting and Conservation etc
Date of Birth		
Residential Address		
Email Address		
Telephone Number		
Members Photograph / Videos		
Qualifications		
Competency		

The club may be asked to share personal information we process about an individual to the appropriate National Governing Body (NGB) or Competition Organiser. These include amongst others, the NRSA, NRA, IBIS, WSRA.

Data processed as a requirement of a Membership Application

As a Rifle Club, we collect additional information from an applicant wishing to join the club, this allows for the Clubs committee, and Local Police force to assess the candidates suitability; this data will be removed after a members application has been processed and full membership obtained or application terminated or a year after application whichever is sooner.

Type of information	Purpose	Shared with	Retention
Employment Details including (Employer, Employer Address, Role/Position and Time of Employment)	Process and/or Manage Membership / Membership Applications To check the applicant's suitability for membership	Committee (Secretary) Local Police Force and/or Home Office representative.	1 year
Personal Reference Contact Details including (Name, Email Address, Address, Telephone Number)			
Shooting Experience including (Previous and/or Current membership of another HO approved Club, or if applicant currently holds a FAC/SGC)			

Enquiries and other communications with the club

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis.

Children

Parents or guardians signing the probationary or full membership form are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

The Club Secretary will process membership information electronically and hold all information on a membership database on a password protected document. A backup of this information will be periodically created and held at the Rifle Club and secured within the restricted area of the club. If it is necessary to transport data it will be kept secure; using appropriate levels of encryption.

Coaches and instructors may also process and hold information pertaining to people under their instruction and necessary information will be made available to coaches and instructors only as required.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

Every month, new members' details are processed by Club Secretary into a spreadsheet prior to being submitted to the local police force as per our obligation as a Home Office Approved Rifle Club.

Request to see your personal information

If you wish to know what personal data the club holds please email the Data Protection Officer via **dpo@chepstowrifle.club** and they will aim to respond within 14 days of the request.

Accuracy and retention of data

Each individual member is responsible for keeping the Club Secretary informed of changes to their data (e.g. address/telephone number etc) and this is updated at least once a year at the time of membership renewal.

The data is either stored physically at the Chepstow Rifle Club within the restricted area of the club or digitally in an appropriate location only accessible to authorised individuals. Data is kept indefinitely for existing continuous members and up to 7 years after membership has been terminated; However Data (including Name, address and length of membership) may be kept for up to 30 years for reasons of legal and civil action or other ongoing case management including management of historical insurance claims.

Names and scores may also be kept indefinitely for reasons of historical significance – e.g. on trophies, plaques and other awards.

Data relating to the sales of club firearms will be kept for as long as required under current law. Firearms serial numbers and owners details will be kept indefinitely if they have ever been stored in the Rifle Clubs armoury.