

# City of Belfast Archers Privacy Notice

## (General Data Protection Regulation)

City of Belfast Archers (COB) collects and processes various data about its members, coaches, judges, entrants to tournaments and other related persons.

COB has a **legitimate interest** to collect and process this data to assist the effective running of the organisation.

COB takes all practicable measures to *secure and protect* the data by using a restricted membership database, password protecting local electronic files, restricting access to the raw data and generally only using anonymized data for information and decision-making within the club management committee.

COB collects **membership data** annually when submitted by individuals for membership renewal and is forwarded to ArcheryGB. Applicants for membership will be advised of the COB (and AGB) data protection policy at this time.

COB membership data is collected and stored on the Archery GB database within 'Sport:80'. *Processing* of the data is carried out using a download from the database into an electronic file held locally by the Company Secretary and the Membership Director only. This data is held for no longer than 5 years.

*Data collected* includes but is not restricted to names, addresses, date of birth, gender, telephone and email contact information, disability information, bow style and club affiliation. Applicants are asked to indicate, during the renewal/application process, their preferences and *permission* for COB (and AGB) to use their contact data for purposes of direct electronic communication (e.g. eZine, online survey etc.), as well as hardcopy mailings (e.g. published magazine).

COB collects **tournament data** from entrants to competitions hosted by the club, together with the matching results information. Archers give *permission* for the collection, processing and publication of this data when completing the entry form. This data is considered transient and is collected, processed and published at the time of the event only, and is held for no longer than one year on local electronic files. Other public domain platforms such as IANSEO, Facebook and the ANI website are also used to publish selected data (e.g. results).

COB collects data about **coaches and judges within the club**, both in training and qualified. This data is processed on local electronic files to manage the skills resources within COB, primarily by the management committee, and is held for the duration of validity of the qualification(s).

COB collects data about **volunteer post-holders** in support of the this data is held on password protected local electronic files by the Club Secretary for as long as the person is in position plus one year.

COB collects data related to any **complaints** for the purposes of investigation and resolution. This data is considered *personal and private* and is especially *secured* and only accessible by the restricted investigating officer under supervision of the Club Secretary. This data is held until satisfactory closure of the complaint plus two years.

In accordance with your legal rights the **personal data** that COB holds about you may be accessed, viewed and corrected by you at any time by contacting the Club Secretary. Its use can be restricted, or it can be deleted by written request to the Club Secretary.

In order to receive direct email communication from AGB/ANI it is essential that a valid email address is included in your personal profile and that the box to receive eZines is checked on your "Sport:80" login.

This NI Privacy Notice is supplemental to the [Archery GB Privacy policy](#) and the ArcheryNI Privacy Policy <http://www.archeryni.org.uk/governance/> is published by the management committee of City of Belfast Archers on 9 April 2018.