

Lincolnshire Small-bore Rifle Association (LSRA) Data Protection and Privacy Policy

About this Policy

This policy explains when and why the LSRA collects personal information and how we use it, keep it secure and your rights in relation to it.

We will collect, use and store personal data, as described in this Data Protection and Privacy Policy when people engage in activities through the LSRA and its partners. This includes members, visitors, guests and other people using the facilities and services of the Association.

We reserve the right to amend this Data Protection and Privacy Policy from time to time without prior notice. You are advised to check our website regularly for any amendments at www.lsraco.uk.

We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulations (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 Secretary of the LSRA will be the "controller" of all personal data we hold about club members and others. The Secretary is responsible for making sure the organisation complies with the General Data Protection Regulations (GDPR) which apply from 25th May 2018. We will review personal data on a regular basis to establish whether we are still entitled to process it or not.

Your 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 Secretary

The Lawful reasons for processing your data.

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

- (a) Processing is necessary for compliance with our legal obligation (Firearm Amendment Act 1988 c.45 Exemptions Section 15 - Firearms clubs)
- (b) Processing of your data is necessary for the administration of the activities of the LSRA.
- (c) You have given consent to the processing of your data by being a member of a Club affiliated to the LSRA.

The LSRA will make every effort to ensure data is only shared with organisations that are GDPR compliant.

Enquiries and other communications with the LSRA

When enquiring about LSRA services we may hold your details for a period of time to deal with the enquiry.

Any emails and other communications with the association will only be retained for a period of time appropriate to the content or request and emails will be purged on a regular basis. Your details will be kept for a length of time necessary to administer the enquiry then deleted or destroyed. They will not be kept on a searchable database or used for any other purpose

Children

Parents or Guardians of children who are members of Clubs affiliated to the LSRA are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

Your data may be held in both paper form and on an electronic database. All electronic data will be held on hard drive on secure computer.

Paper copies of data will be held securely at the LSRA secretary's premises.

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When enquiring about LSRA services we may hold your details for a period of time to deal with the enquiry.

Coaches and instructors may collect data for training purposes, as will scorers and league co-ordinators, and they will be encouraged to secure that information when they have it, and not keep any unnecessary copies.

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 outside the remit of this policy.

Request to see your personal information

If you wish to know what personal data the Association holds please email the Secretary and they will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each member club is responsible for keeping the LSRA informed of changes to their data (e.g. address/telephone number etc.) and this is updated at least once a year at renewal and you are at that time authorising the LSRA to hold such data on file.

The data will be normally kept for up to 7 years. It may be kept for a longer period for reasons of legal and/or civil action or other ongoing case management. Name, address and length of membership will be kept for up to 30 years for management of historical insurance claims. Names and scores may be kept indefinitely for reason of historical significance - e.g. on trophies, plaques and other awards.