



### **What this privacy notice covers**

FoBB is committed to protecting your personal information. In this notice, references to 'we' or 'us' means FoBB. This notice explains how we collect and use any personal information about you.

### **Information we gather.**

FoBB gathers certain information about you. Information you consent to, may be used by organisations to which we affiliate, namely national bodies, county & regional associations and local archery clubs.

### **Information you give us.**

When you become a member of FoBB you will give us information. You may also give us information when using our Website. Information may include your name, date of birth, postal address, email address, phone number, financial and credit card information, a personal description, disability, ethnicity, your archery qualifications, award history or CRB / DBS / PVG checks that have been undertaken and a photograph.

### **Information we get from your use of our Website and services.**

Each time you visit our Website, we may automatically collect certain information. This information could include technical information, such as Internet Protocol (IP) addresses, used to connect your computer to the internet, your login information, browser type and version, browser plug-in types and versions, operating system and platform and information relating to what pages you have viewed (e.g. using cookies as described further below);

When you enter competitions, the following information may be collected and shared with tournament organisers, scoring systems and results may be published: First Name, Surname, Gender, Bow style, Date of Birth / Age category, Email, Address, Phone number, Club (and ID), County (and ID), Region (and ID), Round (unless defined by age), Disabled (Y/N), Disability info.

In accordance with our competition entry documentation, photography and video may be taken at events, and these images may be used on our website, social media platforms, promotional material and internal documents, such as the FoBB monthly newsletter.

### **Information about you from third parties.**

We work closely with third parties (including, for example, FoBB's business partners, associate bodies, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers,) and may receive information about you from them.

### **How we may use your information**

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of FoBB, we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member as explained on our Website.

### **We also rely on obtaining your consent to use your personal information.**

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

1. Compliance with legal, regulatory and corporate governance obligations and good practice
2. To provide you with information about our work or our activities that you have agreed to receive;
3. Building profiles

## **We will use the information you give us to:**

1. perform services you have requested (such as providing you with Membership Benefits or providing you with information you have asked for);
2. administer the sport of Archery, for instance by organising tournaments;
3. permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please email the FoBB committee.
4. notify you about changes to our club, including but not limited to any changes to the Member Benefits;
5. ensure that content from our Website is presented in the most effective manner for you and for your computer; and
6. any other reasonable purposes of FoBB, acting always in accordance with the data protection law (as amended from time to time).

## **Marketing**

We may contact you by post, phone, email or text message if you have agreed to be contacted in this manner.

We may include information from other organisations in these communications.

It is your choice as to whether you want to receive information about our work, how we raise funds and the ways you can get involved. If you do not want us to use your personal information in these ways, please tick the relevant box situated on the form on which we collect your data.

You can also change any of your contact preferences at any time, by contacting the club's membership secretary.

## **Information Sharing and Disclosure**

We may share your information with the following selected third parties:

1. Associated bodies such as AGB, County, Region and Clubs in order that they may communicate with you regarding archery events only or to allow the associate bodies to manage the running of the sport in their areas.
2. In addition, we may provide membership information such as email address and membership number to associate bodies to which you have consented.

We may disclose your personal information to third parties:

1. If FoBB is acquired by a third party, in which case personal data held by it about individuals who have applied for Membership (whether successfully or unsuccessfully) will be one of the transferred assets;
2. If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply other agreements; or
3. to protect the rights, property, or safety of FoBB, Our Members, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction. No data outside of EEA.

We require these third parties to comply strictly with our instructions and data protection laws and we will make sure that appropriate controls are in place.

We may disclose your personal information to third parties 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).

## **Users under 18**

If you are under 18 and would like to get involved, please ensure that you have consent from a parent or guardian before giving us your personal information. When we collect data about a child or young person aged under 18 we will make it very clear as to the reasons for collecting this data and how it will be used.

## **Keeping your records**

We keep records only for as long as required to operate the service in accordance with legal requirements and tax and accounting rules.

### **Where we may store your information**

The data that we collect from you will be transferred to and stored by FoBB's Membership Secretary and Management Committee.

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

FoBB will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

### **Your rights**

You have the right to:

1. Have any inaccuracies in your data corrected. If you would like to update the details we hold about you, please contact our Membership Secretary via telephone, email or by letter.
2. Request that we delete your personal data.
3. Object to profiling. Profiling is any automated processing of personal data to evaluate any feature of your behaviour preference or location, including online tracking and behavioural advertising.
4. Request that we do not process your personal data for marketing purposes.
5. Request a copy of the personal information we hold about you. We require you to prove your identity with two pieces of approved identification. Please address requests to the Membership Secretary and we 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 to help us locate your records. This request is free of charge unless the request is manifestly unfounded or excessive.

### **Changes to this notice and the way we treat personal information**

We may update the terms of this privacy notice at any time, so please do check it from time to time.

We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our Website and in the clubhouse. By continuing to use our Website, if you do use it, you will be deemed to have accepted such changes.

### **Enquires and Complaints**

The FoBB Membership Secretary is the first point of contact regarding any enquires 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, please inform us in writing. FoBB will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days

You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information using their online form which can be found here: <https://ico.org.uk/concerns/handling/>.

### **Changes to this Notice**

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will contact you directly.

*This Privacy Notice was last updated 17<sup>th</sup> April 2018.*