



# Panther Bowhunters

## Privacy Policy

### **What this privacy policy covers.**

Panther Bowhunters are committed to protecting your personal information. In this policy references to 'we' or 'us' means Panther Bowhunters. This policy explains how we collect and use the personal information about you.

### **Who we are.**

Panther Bowhunters are a field archery club affiliated to the English Field Archery Association (EFAA).

Panther Bowhunters operates the website [www.panther.efaafieldarcher.com](http://www.panther.efaafieldarcher.com) (the "Website").

Panther Bowhunters are a data controller under the data protection rules and our Data Protection Officer is the current Panther Bowhunters Secretary, contactable at [pantherbowhunters@gmail.com](mailto:pantherbowhunters@gmail.com)

### **Information we gather.**

Panther Bowhunters gathers certain information about you. We collect information in the following ways:

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

When you become a member of Panther Bowhunters you will give us information, on a Membership Application Form. Information may include your name, date of birth, gender, postal address, email address, phone number, your archery qualifications, shooting style.

A database / spreadsheet is used to record club membership information.

We do not collect data based on your use of the web site.

When you enter a competition at Panther Bowhunters the following information may be collected and used to manage the competition. First Name, Surname, Gender, Bow style, classification and Age category.

At "Classification Shoots " the following information may be collected and shared with English Field Archery Association (EFAA) with the purpose of recording national and club record scores. Name , gender, age category, shooting style, score and round shot.

A database / spreadsheet is used to record club record scores and a paper copy displayed on the club notice board.

Photographs and video may be taken at events, these images may be used on our website, social media platforms and promotional / internal documents.

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

We do not work with any third party.

### **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 Panther Bowhunters, we have a legitimate organisational interest to use your information to manage membership

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. Ensure we know how you prefer to be contacted.
3. Keep a record of your relationship with us.

We will use any information we get from you about our Website to:

1. administer our Website and for internal operations, including troubleshooting, data analysis, testing purposes;
2. improve our Website to ensure that content is presented in the most effective manner for you and for your computer;
3. as part of our efforts to keep our Website safe and secure;
4. any other reasonable purposes of Panther Bowhunters, acting always in accordance with the data protection law (as amended from time to time).

We will use the information you give us to:

1. administer the sport of Archery, for instance by organising tournaments;
2. ensure that content from our Website is presented in the most effective manner for you and for your computer; and
3. any other reasonable purposes of Panther Bowhunters acting always in accordance with the data protection law (as amended from time to time).

### **Marketing.**

We will not use your information for marketing purposes

### **Information Sharing and Disclosure.**

We may disclose your personal information to third parties:

1. 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
2. To protect the rights, property, or safety of Panther Bowhunters, our members, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

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 in archery, 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 manage the affairs of Panther Bowhunters

We may retain your records after you cease to be a member for a minimum of 5 years, in order to confirm your identity. We need to keep a register of members in the event of a claim against Panther Bowhunters or the EFAA.

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

Membership forms will be retained for the current membership year, whereupon they will be destroyed by shredding.

The data that we collect from you will be transferred to and stored on a database / spread sheet held on password protected and backed personal computers.

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

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

### **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 Data Protection Officer via telephone, email or by letter.
2. Request that we delete your personal data.
3. You have a right to 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 Data Protection Officer 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 policy 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. By continuing to use our Website you will be deemed to have accepted such changes.

## **Enquires and Complaints.**

The Data Protection Officer is the first point of contact regarding any enquires arising from this Privacy Policy. 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. Panther Bowhunters will acknowledge receipt of all complaints and will endeavour to investigate the complaint within 15 working days

All complaints should be sent to The Data Protection Officer.

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.