



General Data Protection Regulations – Privacy Policy.

About this policy: -

This policy explains when and why the NCTC collects personal information about its members and associates and how it's used, kept secure and member's rights in relation to it.

Personal data will be collected, used and stored, as described in this Data Protection Policy when people engage in activities related to the NCTC. We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our 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 (<https://ico.org.uk/>).

Responsible person for the purposes of the GDPR: -

The Secretary will be the "Data Controller" of all personal data held about members and others. The Secretary is responsible for making sure that the NCTC complies with the General Data Protection Regulation (GDPR), which applies from 25 May 2018. He/she will review personal data every year to establish whether we are still entitled to process it or not.

Members' information: -

The information we record about you, as a member, is used to manage your membership and provide you with the services that you have agreed to.

You have completed an annual membership application that provides us with your name, d.o.b., address and contact details as well as details of a person to be contacted in the event of an emergency. In addition, we may keep records of any fees and charges paid by you in connection with your membership, the use of the range and your scores and results in any competitions entered.

We are affiliated to the National Smallbore Rifle Association and the Norfolk County Rifle Association. Names and contact details of current members may be shared with those organisations. Your personal data will not be passed to anyone else outside the club without your permission.

Members' 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 are: -

- a. because it is necessary for the administration of the NCTC and communications between it and you.
- b. You have given consent to the processing of your data by agreeing with our privacy statement on the membership application, for the purposes set out in this policy.

How we protect your personal data: -

The Data Controller will process personal information electronically and hold all information on a database on a secure computer. A secure backup of this information will be held independently and if it is necessary to transport data it will be kept secure.

Other officers of the Club, will hold personal information as necessary and will make appropriate provisions for its security.

Request to see your personal information: -

If you wish to know what personal data the Club holds please email the Secretary and he/she will respond within 21 days of the request (depending on availability).

Accuracy and retention of data: -

Each individual member is responsible for keeping the Secretary informed of changes to their data (e.g. address/telephone number etc.). The data will normally be kept for the duration of your association with the NCTC. Names and scores may be kept indefinitely for reason of historical significance – e.g., on trophies, plaques and other awards

SJ - 1st January 2022