

# Norfolk County Rifle Association.

## General Data Protection Regulations Privacy Policy

### **About this policy**

This policy explains when and why the NCRA collects personal information about its members and associates and how it uses it, keeps it secure and member's rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities related to the NCRA.

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 ([www.ico.gov.uk](http://www.ico.gov.uk)).

### **Responsible person**

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

### **Member's 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 General Secretary.

### **Specific use and sharing of personal information**

In general, your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communications from the NCRA, competition entries/results and other important notices etc. Your name/address and email address may be shared with our current National Governing Body (NSRA). If you enter any NCRA competitions as an individual or member of a club team, your name and relevant discipline averages will be shared via our online competition administration system, [www.rifleleagues.co.uk](http://www.rifleleagues.co.uk). Your personal data will not be passed to anyone else outside the association and your email will only be given to someone outside the association with your permission.

The Lawful reasons for processing your data are

- a) because it is necessary for the administration of the NCRA and communications between it and you.
- b) because it is necessary for the entry of NCRA teams in national competitions and others in which NCRA enters teams.
- c) You have given consent to the processing of your data by agreeing with our privacy statement for the specific purposes set out in this policy.

### **What Information we collect.**

Names, addresses, emails, telephone numbers, clubs and averages.

### **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 backup of this information will be held on a flash drive and kept in a secure place at the General Secretary's house. If it is necessary to transport data it will be kept secure.

Other officers of the Association, e.g. the results co-ordinator, the postal secretary, the team captains, the scorers etc. 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 General Secretary and they will respond within 21 days of the request (depending on availability).

### **Accuracy and retention of data**

Each individual member is responsible for keeping the General Secretary informed of changes to their data (e.g. address/telephone number etc.).

The data will be normally be kept for the duration of your association with the NCRA. Names and scores may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards and in the NCRA news and results archive.