

**49th Rifle & Pistol Club,
Norton Baths,
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Established 1945

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A Registered, Community Amateur Sports Club
Registered Number CASC 04215

President: The Right Honourable Baroness Knight of Collingtree D.B.E.

Data Protection Policy

Introduction

1. The 49th Rifle and Pistol Club holds personal data on its members for a variety of purposes.
2. This document defines:
 - a) The personal data which is held by the club.
 - b) The purposes for which this data is held . The club also holds personal information on non-members who enter the premises for open-days as prospective members of the club and attend training and similar sessions. It holds this data in accordance with the Data Protection legislation of the UK.
 - c) The way in which the data will be managed, including data security.
 - d) The rights of club members to access the data.
3. The club officers and committee appoints a Data Protection Officer to maintain this Policy and oversee the management of the information.

Data Held

4. The club holds a variety of personal data including, but not limited to:
 - a) Names.
 - b) Nationality
 - c) Place of Birth
 - d) Dates of birth.
 - e) Membership numbers.
 - f) Contact details – addresses, phone numbers, email addresses.
 - g) Other clubs / associations to which the member belongs.
 - h) Relevant qualifications (e.g. Range Officer).
 - i) Dates the member joined and left the club.
 - j) Firearm usage, shooting records and ammunition purchased.
 - k) Payment details, we do not accept credit or debit cards.
 - l) Any letters sent to the member.
 - m) Training records and plans

Purposes

5. The club holds this data for three purposes:
 - a) Compliance with the legislative requirements of the Home Office, Firearms Licencing and UK government
 - b) Effective management of the club.
 - c) Help members improve and develop their skill to competition at National and International level.

Data Management

6. The club data will be held in a shared folder on a “zero knowledge” cloud service, i.e. the service provider will not be able to access the data.

7. All of the club Committee will have access to the data. Other club members will be granted access to the data as required on a case-by-case basis. (eg carrying out tasks allocated to them). The Police Firearms Licencing, National Governing Bodies for the sport will also have access to parts of the data stored on request.

8. The Data Protection Officer will maintain records of individuals having access to the data and of the computers they use for this purpose and paper copy of these records storage. These records will include information on the security arrangements on those computers and paper copy. The users of those computers will be responsible for taking precautions to ensure their computer security, and paper copy including:

- a) Strong, secure passwords;
- b) Appropriate firewall and antivirus software;
- c) Keeping the operating system and security software patched up to date;
- d) Reporting any breaches (actual or suspected) promptly to the Data Protection
- e) Officer.

9. In the event of a suspected breach, the Data Protection Officer will investigate and will notify the UK Information Commissioner’s Office as appropriate.

10. The Membership Application Form, Application to Attend an Open Day and Membership Renewal Notification will include a section to confirm that the member continues to give consent for the holding of their personal data.

Member Access

11. Any member of the club, or any non-member who has attended a club session, may:

- a) Apply to see the data which the club holds on them.
- b) Ask for any inaccuracies to be corrected in the data held on them.
- c) Request that the data held on them be deleted.

12. In all cases, applications should be made to the Data Protection Officer who will respond within a maximum of one month.

13. After a member leaves the club, other personal data will be retained for 10 years except that specific data items may be held longer if the club is required to do so by national legislation.

14. Other data on non-members will be retained for a maximum of 5 years unless there are any legislative requirements to hold any specific elements.

15. The club will endeavour to delete personal data on request but may be prevented from doing so by requirements to hold specific information in order to comply with national legislation.