

# CCRS PRIVACY POLICY

## INTRODUCTION

This privacy policy explains how and why the Council for Cadet Rifle Shooting (CCRS) collects personal information, uses it and stores it; it also explains individuals' rights.

CCRS will collect, use and store personal data, as described in this Privacy Policy when people engage in the activities of CCRS. This includes members, visitors, guests and others using the facilities and services of CCRS. CCRS, in the context of the General Data Protection Regulations (GDPR), is considered the Data Controller of this personal data and may make use of third-party services, print and mailing houses and online backup/storage facilities. This policy may be amended from time to time without prior notice. You are advised to check the CCRS website regularly for any amendments at [ccrs.org.uk](http://ccrs.org.uk). We will only share your personal data with third parties as outlined below. The data will be retained in compliance with GDPR and other applicable UK law.

## INFORMATION COLLECTED

CCRS will ask for the following information:

- Name, address, date of birth, gender.
- Contact details, including telephone numbers and email address.
- Financial information including bank details.
- Health and medical details.
- Information from firearms and shotgun certificates.
- Participation in competitions and events.
- Gift aid declaration.
- Photographs from competitions and events.

CCRS will collect information:

- For membership and renewals.
- For responding to communications or surveys.
- For entries to competitions and events.
- From cadet adults undertaking tasks such as a member of a range team.
- From those selected for an international team.

CCRS will use personal information for the purposes of:

- Administering membership.
- Providing insurance cover when appropriate and relevant.
- Using details to process payments relating to membership and entry fees.
- Communicating with individuals.
- Administration of Gift Aid.
- Organising competitions and events.
- Notifying the police when individuals are responsible for rifles when leading international teams.
- The handling of insurance claims if necessary.
- Photographs taken during events or competitions; these may be published in CCRS magazines or newsletters, on the CCRS website or on social media sites.

CCRS will not provide information to third parties without individuals' consent.

The legal context in which CCRS will process information is:

- Implied contract between individuals and CCRS when they join as a member, enter competitions and events or undertake cadet adult tasks.
- CCRS has a legal obligation to divulge information when legitimately requested to do so eg. to the police when the charity applies for temporary firearms certificates.
- CCRS' legitimate interest is promoting and organising the sport of target rifle shooting across the 4 cadet youth organisations; individuals' personal information will only be used in connection with that purpose.
- Individuals' may withdraw consent, for CCRS to use their personal information, at any time but once published images will enter the public domain.

CCRS will retain personal information:

- For at least as long as individuals remain members and continue to enter competitions or undertake cadet adult tasks.
- For up to 6 years after membership which is the statutory period contained in guidelines; but it may be kept longer for reasons of legal and civil actions or other ongoing case management.
- In accordance with legal data retention periods which are subject to change without notice as a result of amendments to associated law or regulation.
- Names and scores may be kept indefinitely for reasons of historical record.

CCRS will protect personal data:

- All electronic data will be held on computers and servers with cloud based storage plus offsite backups. Computers and servers are password protected whilst cloud based storage is secured with appropriate levels of encryption.
- Paper copies are kept in locked cabinets in locked offices.
- A recognised online secure payment system is used for online payments.
- CCRS third party service providers, such as IT, have been appointed because they provide appropriate levels of protection for personal information. In the unlikely event of a breach of data security CCRS will notify individuals promptly.

## **INDIVIDUALS' RIGHTS**

Individuals' have the right to:

- Be provided with information about how their personal data is processed (this is the purpose of this Policy).
- Have access to their personal data (a copy of what is held may be requested).
- Have personal data details corrected.
- Have personal data details erased.
- To object to or restrict how personal data is processed.

## **CONTACT WITH CCRS**

The CCRS employee responsible for the Privacy Policy is the General Secretary. The employee responsible for responding to requests for access to personal information is the Office Manager who can be contacted on [adminoffr@ccrs.or.uk](mailto:adminoffr@ccrs.or.uk) or 01483 473095. CCRS will aim to action requests within one month of receipt. Individuals are responsible for keeping CCRS informed of changes to their data.

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