

# CEDAK Privacy Policy

Our contact details

E-mail: [info@cedak.org.uk](mailto:info@cedak.org.uk)

## **WHAT DATA WE HOLD, HOW WE OBTAIN IT AND HOW WE USE IT**

The types of data we hold and process about you include:

- Contact details, including name, address, telephone numbers and email address.
- Identifying details, including date of birth and archery GB membership number.
- Performance data, including scores from archery rounds and competitions and records of badges awarded etc and
- Sensitive personal information, including your identified gender, medical information, etc.

We obtain most of this personal data directly from you. We may also obtain data from other sources such our governing bodies or other Archery Clubs.

We will use this personal data to conduct our club activities, and to comply with our legal and contractual obligations. This will include the distribution of emails to all members and/or participants in an event.

## **ORGANISATIONS THAT WE MAY SHARE YOUR PERSONAL DATA WITH**

From time to time, as a registered archery club, we will share your personal data with Archery GB, and advisers and service providers so that they can help us discharge our obligations and exercise our rights.

In each case, we will only share your personal data to the extent that we consider the information is reasonably required to discharge our obligation and exercise our rights.

The service providers referred to above may use your personal data to perform their functions as well as for business administration and regulatory purposes. They may also pass your personal data to other third parties to the extent they consider the transfer of such information is reasonably required for a legitimate purpose. If you would like to check the privacy policy of Archery GB, this can be found at <https://www.archerygb.org/privacy-policy/>

Please use the contact details below if you have any questions regarding the safeguards that are currently in place.

We do not carry out any automated processing for marketing purposes and will not share your personal data with anyone for the purpose of marketing to you or anyone else.

## **DATA STORAGE AND HOW LONG WE KEEP YOUR DATA**

We and our third-party service providers take all reasonable care in the collection and use of your personal data and have implemented internal security procedures to protect your data.

We and any third-party service providers will only keep your personal data for as long as we need to in order to fulfil the purpose(s) for which it was collected and for so long afterwards as we consider may be required to deal with any questions or complaints that we may receive, unless the law requires us to keep it for a longer period.

## **YOUR DATA PROTECTION RIGHTS**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@cedak.org.uk](mailto:info@cedak.org.uk) if you wish to make a request.

## **HOW TO COMPLAIN**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@cedak.org.uk](mailto:info@cedak.org.uk). You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

- [Contact Us](#)