



The Archery Foundation: Privacy Notice.

Who are we:

The Archery Foundation is a registered charity established with the express intent of supporting the development and reach of the sport of Archery within community contexts and in particular areas where there is significant social or economic deprivation, where there might normally be difficulty in accessing the sport and with under-represented groups within the sport's demographics.

We raise funds to distribute to projects through a grant process.

Who we receive personal data from

The Foundation receives personal information and data from:

- The Trustees
- Members
- Volunteers
- Grant applicants

How we will use your information

The information provided to us will be used in the following ways:

Trustees – data is held by the Foundation in order that we can communicate freely among trustees to manage the work of the Foundation. Your personal contact details will be kept by us until such time as you either withdraw your consent for us to do so, or you cease to be a Trustee. The basis on which we would process your data is shown below, under Article 6 / 1a. You will be informed of the exact nature of data to be shared when we ask for your consent. You have the right to refuse consent, or also to change the nature and level of data that we hold or share.

1.a	<i>“the data subject has given consent to the processing of his or her personal data for one or more specific purposes”</i>	You can process someone’s personal data where they have been consulted and actively given their opt-in consent.
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Members – your data will be held in the same way as for Trustees not normally be required to be shared, however should we need to do so (for example, listing of members on our website) we will



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seek your express consent, which you have the right to withhold, and will specify with you exactly what will be shared. In this way, your data will be held and/or shared in the same way as that for a Trustee under Article 6 1a.

Volunteers

The data we hold about you will be kept in the Foundation's database in a password protected file held by the Company Secretary and nominated responsible Trustee. It will consist primarily of your contact details and the nature of skills / expertise you wish to offer as a volunteer. You may change the data we hold at any time, or withdraw your consent for us to share it. Should you cease to be a volunteer your data will no longer be held by us nor will it be shared with any other parties. The basis for holding and/or sharing your data is covered under Article 6 1a, shown below.

1.a	<i>"the data subject has given consent to the processing of his or her personal data for one or more specific purposes"</i>	You can process someone's personal data where they have been consulted and actively given their opt-in consent.
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Who we will share your information with

Trustees

- Your information will be used by the Foundation for the purposes of communications. We may need to share it with some third parties, such as the Charities Commission and Companies House who require details of all trustees as part of our documentation with them.
- You will be informed of the exact nature of data to be shared when we ask for your consent.
- If this situation changes you will be asked for consent and provided with reasons for the change and how the data would be used. You have the right to decline.

Members

- Your information will only be used by the Foundation and we will not share it with any third party. If this situation changes you will be asked for consent and provided with reasons for the change and how the data would be used. You have the right to decline.



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Volunteers

- Your information will only be used by the Foundation and we will not share it with any third party. If this situation changes you will be asked for consent and provided with reasons for the change and how the data would be used. You have the right to decline.

Grant applicants

- Your information will be used by the Foundation in order to communicate fully with you in respect of your grant application and any project arising from it.
- We may share your information with the following third parties:
 - Other funding organisations in the case of a match or joint funded project o
 - When requesting any references in relation to your proposed project with the referees that you provide to us.

How long we will keep your information

The information you provide will be kept for as long as your Trusteeship, membership or Volunteer status remains active, after which it will be deleted.

Grant recipients: The information you provide will be kept until 2 years after the successful completion of your project.

Grant applicants: if your grant application is not successful we will keep your data for a further 12 months in case of your reapplication after which time it will be deleted.

What are your rights

You have rights under Data Protection law. You have the right to control the data held about you and to be able to edit or change it or withdraw permission for sharing at any time. See below:

Right to access, change, correct and remove personal data

Principle

In accordance with the new GDPR dated 25th May 2018 on the protection of persons with regard to the processing of personal data, users are entitled to access, change, correct and/or remove their personal data. These rights can be exercised as described below.



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Obtaining personal data held by the Foundation

The Foundation will provide all a member's personal data in its possession on receipt of their written request. This information will be provided by email.

Change to, or deletion, of data

Personal data can be changed, amended or deleted by contacting the Company Secretary or nominated Data protection Trustee, whose name and contact details can be found on The Archery Foundation website.

For further details about your rights, see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

The ICO is The UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.