



Chichester Rifle and Pistol Club

The Range, Wellington Road, Chichester PO19 6BB
www.chichesterrifleclub.co.uk



PRIVACY POLICY - OUR CODE OF PRACTICE

Chichester Rifle and Pistol Club (CRPC or 'the Club') collects your personal data to effectively manage your membership. CRPC is a Home Office Approved Firearms Club and we have a lawful basis to process your personal data as required under UK Firearms legislation.

Data Controllers and Data Processors

- The Club Secretary is the person responsible for control of all personal data held by the Club.
- Personal data will be accessible by approved Data Processors which may include Members of the Club Management Committee, the membership administration staff of the NSRA, NRA and support staff of the Azolve JustGo group who administer their online membership management systems. Selected personal data may be made available to the organisers or team captains of any training courses, competitions or events that you may participate in.
- Any sensitive Special Category Data or Data relating to Criminal Convictions that you choose to provide to the Club Secretary will only be shared with selected committee members if you grant your explicit consent.

What information do we collect about you?

- Chichester Rifle and Pistol Club (CRPC) collects your personal data when you apply for membership. This information is supplied by you on a membership application form, or when you register using an on line membership management system.
- You may be requested to supply a copy of any other club membership details, firearms certificates or qualifications that relate to your activities at the Club.
- You will be required to complete an attendance record each time you shoot. You must log all air weapons and firearms used during each attendance. You must also declare any air weapons and firearms owned by you, your Firearms Certificate Number and Issuing Office, your primary Shooting Club and your NRA or NSRA membership numbers if applicable.
- Your shooting scores and averages may be recorded if you participate in competitions.
- You may be asked to provide a photograph for membership identification purposes or if you apply for any qualifications.

How will we use the information about you?

Membership Processing

- We collect your personal data to process your membership application.
- This includes writing to your nominated referees to seek a character reference.
- We also have a legal obligation to seek approval of your membership from the Firearms Unit at Sussex Police.
- We share your personal information with the National Governing Bodies (NGB) of the sport, the National Small-bore Rifle Association (NSRA) and the National Rifle Association (NRA) who provide on line membership management software, insurance cover events and training programmes for the Club and its members.

Competitions, Events and Training Courses

- If you participate in any events or competitions, selected personal details may be passed to the organiser. Your name, scores and averages may appear on any published results.
- Your personal information may be processed by the NGBs or other training providers if you apply for any official qualifications.

Communication

Your privacy is important to us, and we want to communicate with Club members in a way which has their consent and which is in line with UK law on data protection.

- Your contact details may be used to keep you informed of CRPC news, activities, competitions and associated events.
- In the event of you being involved in an incident or accident while participating in a club activity, a club officer may access your emergency contact details.

How do We Store Your Information?

- The majority of original paper records are stored at the Club. Selected records may be stored at the private residence of the Secretary or Membership Secretary.
- The Club uses a Membership Management system run by NSRA. This system is part of the Azolve JustGo platform of management software. Personal details are digitised and stored on their system.
- An archive of results may be stored on the Club's website and at the Club premises.
- Competition organisers may use third party websites to manage and publish competition or event results
- Paper attendance records are stored at the Club and are accessible by all members.
- A hard copy of all members' Emergency Contact Details are stored securely at the Club.
- Any Special Category Data or Data relating to Criminal Convictions that you have chosen to share will only be kept by the Club Secretary and will not be stored on the Club's premises.

Right to Access and Erasure

- You have the right to request a copy of the information that we hold about you.
- We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Retention of Data Records

CRPC will retain your personal information for the duration of your direct association with the club and for a period of 6 years thereafter or as required by Firearms Licencing Law.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Other websites

Our website may contain links to other websites. This privacy policy only applies to CRPC's website so when you link to other websites you should read their own privacy policies.

In particular you will be presented with the Privacy policies of the NSRA and the Azolve JustGo Group when you sign up for Club membership through the JustGo Membership portal.

Changes to our Privacy Policy

We keep our privacy policy under regular review and we will place any update on our WebPage.

How to contact us

You can contact us if you have any questions about our privacy policy or information we hold about you by e-mail: secretary@chichesterrifleclub.co.uk or by writing to Chichester Rifle and Pistol Club, The Range, Wellington Road, Chichester, PO19 6BB.