

NOTTINGHAMSHIRE RIFLE ASSOCIATION LIMITED

PRIVACY NOTICE

We are the Nottinghamshire Rifle Association Limited and are a company limited by guarantee, company number 00726693, and a Registered Charity, charity number 209400.

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect during your involvement with us and how we comply with the law on data protection and what your rights are. We are the data controller of any of your personal information.

This notice applies to you if you are an officer of a club affiliated to us or a member of such club or an individual wishing to maintain contact with us with the intention of receiving updates about our activities and other information about ways to get involved further with shooting activities in Nottinghamshire. It also applies to individuals with whom we have contractual agreements for buying or selling goods or services.

We have not appointed a Data Protection Officer as we are not required to do so; but our Secretary has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting Us" section at the end of this privacy notice.

You may provide us with or we may obtain personal information about you such as:

- a) Personal contact details such as name, title, email and postal addresses and telephone numbers;
- b) Date of birth and gender;
- c) Records of your interactions with us by telephone, mail or emails and other correspondence;
- d) Details you provide about your experience in the sport and your interests in getting further involved;
- e) Records of your participation in any events, competitions or training courses delivered by us;
- f) Images in video and/or photographic form recording events, competitions or training courses;
- g) Details of any financial transactions between us and you;
- h) Any funding application details.

We make use of your personal information in the following ways:

- a) To administer any membership which you have with us and managing our relationship with you or your club. This is necessary to enable us to properly manage your membership;
- b) To meet the requirements of Company and Charity law as set out in statutes in relation to the operation of the Association, including the calling of Directors' meetings and General meetings;
- c) To provide you with details of events and competitions run by ourselves and our affiliated clubs and the results of those events and competitions;
- d) To provide you with news of updates to our website;
- e) To invite you to participate in the Nottinghamshire County Teams which we manage and to take part in County Team competitions which we have entered;
- f) To promote shooting sport in Nottinghamshire by publishing on our website or elsewhere or in printed form details of events. These may include images in video and/or photographic form where you have given us your explicit consent to do so;
- g) To administer your attendance at any training courses we provide to enable us to register you on to any courses and arrange effective delivery of our development programmes;
- h) To manage the process of applying to us for funding as is necessary to properly manage and assess your application;
- i) To arrange and manage any financial transactions between you and us for any contract and recording transaction details in our accounting records.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting Us" section at the end of this privacy notice.

Alternatively, if you wish to withdraw from receiving news of updates to our website, you may do so through the unsubscribe link provided on each news email and on each website page.

We shall not share your personal information with any other parties unless you have given your explicit consent, except in the case of the Government or our regulators and the Police and law enforcement and security services, where we are required to do so by law or to assist with their investigations or initiatives for the prevention of crime and the protection of national security.

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. Generally, where there is no legal requirement for longer retention, we retain records for a period of 6 years after your last contact with us. If you withdraw consent for us to use your personal information, then we shall cease to use that information immediately and shall delete it from our records.

It is important that our records are up-to-date and accurate and you should let us know if anything changes, for example if your email address is altered. Changes can be made by contacting us as described in the “Contacting Us” section at the end of this privacy notice.

You have the following rights in relation to your personal information:

- a) to be informed about how your personal information is being used;
- b) to access the personal information that we hold about you;
- c) to request correction of inaccurate personal information;
- d) to request the erasure of your personal information in certain limited circumstance;
- e) to restrict processing of your personal information where certain requirements are met;
- f) to object to the processing of your personal information;
- g) to request that we transfer elements of your data either to you or another service provider;
- h) to object to certain automated decision-making processes using your personal information.

You should note that some of these rights may not apply to personal information recorded and stored by us. We do not use automated decision-making processes in relation to your information.

To exercise any of the rights listed above, or if you have any questions relating to your rights, please contact us by using the details described in the “Contacting Us” section at the end of this privacy notice. We are here to help and encourage you to contact us first to resolve your complaint.

If after contacting us, you are still unhappy with the way we are using your personal information you can also complain to the UK information Commissioner’s Office.

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

Contacting Us

In the event of any query or complaint regarding the information we hold about you, please email our Secretary at sec@nottsra.co.uk or write to us at our Registered Office, 27a Millicent Road, West Bridgford, Nottingham, NG2 7PZ.

You will also find this information on our website at www.nottsra.co.uk on the Contact Us page.

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