



Data Protection Policy

Introduction

1. The SLG Bisley e.V. shooting club holds personal data on its members for a variety of purposes. The club also holds personal information on non-members who enter competitions organised by the club. It holds this data in accordance with the Data Protection Legislation of both the UK and Germany.
2. This document defines:
 - a. The personal data which is held by the club.
 - b. The purposes for which this data is held.
 - c. The way in which the data will be managed, including data security.
 - d. The rights of club members to access the data.
3. The club Committee appoints a Data Protection Officer to maintain this Policy and oversee the management of the information.

Data Held

4. The club holds a variety of personal data including, but not limited to:
 - a. Names.
 - b. Dates of birth.
 - c. Membership numbers.
 - d. Contact details – addresses, phone numbers, email addresses.
 - e. Other clubs / associations to which the member belongs.
 - f. Relevant qualifications (e.g. Range Officer).
 - g. Dates the member joined and left the club.
 - h. Firearm usage.
 - i. Payment details.
 - j. Competition results.

Purposes

5. The club holds this data for the following purposes:
 - a. Compliance with UK and German legislative requirements.
 - b. Effective management of the club.
 - c. Supporting club members who wish to acquire or dispose of shooting-related equipment.

Data Management

6. The club data will be held in a shared folder on a “zero knowledge” cloud service, i.e. the service provider will not be able to access the data.



Data Protection Policy

7. All of the club Committee will have access to the data. Other club members will be granted access to the data as required on a case-by-case basis (e.g. to enable them to manage competitions).
8. The Data Protection Officer will maintain records of individuals having access to the data. Those individuals will be responsible for taking precautions to ensure their computer security, including:
 - a. strong, secure passwords;
 - b. appropriate firewall and antivirus software;
 - c. keeping the operating system and security software patched up to date;
 - d. reporting any breaches (actual or suspected) promptly to the Data Protection Officer.
9. In the event of a suspected breach, the Data Protection Officer will investigate and will notify the UK Information Commissioner's Office and/or the relevant German authorities as appropriate.
10. The annual membership renewal form will include a section to confirm that the member continues to give consent for the holding of their personal data.

Member Access

11. Any member of the club, or any non-member who has taken part in a club competition, may:
 - a. Apply to see the data which the club holds on them.
 - b. Ask for any inaccuracies to be corrected in the data held on them.
 - c. Request that the data held on them be deleted.
12. In all cases, applications should be made to the Data Protection Officer who will respond within a maximum of one month.
13. The results of competitions run by SLG Bisley will be retained indefinitely, though individuals may be removed from them if they so request.
14. After a member leaves the club, other personal data will be retained for 3 years EXCEPT that specific data items may be held longer if the club is required to do so by national legislation.
15. Other data on non-members will be retained for a maximum of 3 years UNLESS there are any legislative requirements to hold any specific elements.
16. The club will endeavour to delete personal data on request BUT may be prevented from doing so by requirements to hold specific information in order to comply with national legislation.