

CLYDE VALLEY PISTOL CLUB – PRIVACY STATEMENT

WHAT WE NEED

CVPC will be a "controller" of the personal information that you provide to us in this form, unless otherwise stated.

When you register as a member of CVPC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- details for contact and identification purposes – name, address, email address, date of birth.
- emergency contact details – name of person to contact in an emergency, relationship of this person to you, this person's email address, this person's phone number.
- details of your shooting involvement – disciplines you shoot in, membership of other shooting bodies including national agencies and clubs, your firearms certificate number and date of issue.
- details of relevant qualifications – name of shooting qualifications and date attained, name of other relevant qualifications (such as child protection, first aid) and date attained; and
- equality information – age, the nature of any disabilities (if any); gender identity.

WHY WE NEED YOUR PERSONAL INFORMATION

Contractual Purposes, we need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services,
- set up your online membership account; and
- send you membership communications, by post or email, in relation to essential membership services including but not limited to, membership renewals, information on changes to details regarding membership benefits etc.
- promote and encourage participation in target shooting by sending members' communications and booking information for upcoming competitions and events. Your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes.
- provide competition in target shooting by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category.
- monitor and develop participation in target shooting by monitoring members' interests and participation through reporting on event attendance numbers and inviting our members to participate in surveys for researching and development purposes.
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements.

Legal Obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations as an approved club.

OTHER USES OF YOUR PERSONAL INFORMATION, WHO WE SHARE YOUR PERSONAL INFORMATION WITH

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include NRA, STS and Police Scotland.

HOW WE PROTECT YOUR PERSONAL INFORMATION

Your personal information is stored on our electronic filing system (password protected), paper copies are secured in locked cabinets and is accessed by our committee for the purposes set out above.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will only keep your personal information for as long as necessary to provide you with membership services.

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information.
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so. Any requests received by us will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk