



# TAS VALLEY GUN CLUB PRIVACY POLICY



## Our Contact Details

Name: Tas Valley Gun Club  
Phone Number: 01379 882133  
E-mail: treasurer@tasvalleygunclub.com

## Information We Collect

We currently collect and process the following information:

- Name
- Address
- Email Address
- Phone Number
- Membership Number
- Shooting Class
- Shotgun Certificate Details
- Insurance details
- First Aider Status
- Guest Shooter Names and Contact Numbers

## How We Get Personal Information, Why We Have It And How We Use It

All of the personal information we process is provided to us directly by you solely for the purpose of managing your Membership of the Club and keeping you informed regarding its activities. You are able to withdraw your consent for us to hold your information at any time by contacting treasurer@tasvalleygunclub.com or The Treasurer at the above address.

## How We Store Your Information:

All membership details are stored on a stand-alone laptop which is password protected and in which the hard drive is encrypted

Details are also held on a server behind a professional firewall

All email communication regarding Members and their details is sent via an enterprise encrypted email system

Your information is held for as long as you remain a Member after which it will be deleted from all locations

## Guest Shooters

Paper records of name and contact number obtained on the day are kept until the end of the shooting season and then destroyed

## Your Data Protection Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us via [treasurer@tasvalleygunclub.com](mailto:treasurer@tasvalleygunclub.com) or The Treasurer at the above address if you wish to make a request.

### **How To Complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [treasurer@tasvalleygunclub.com](mailto:treasurer@tasvalleygunclub.com) or The Treasurer at the above address

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

This Policy shall be reviewed annually to ensure its continued applicability and may be amended at any time should any of the processes change.

*J H Gibbons*

CHAIRMAN  
01 December 2023