

West London Rangers Air Rifle Club

Members and Visitors privacy notice

This privacy notice tells you what to expect us to do with your personal information when you join or visit us.

1. Contact details
2. What information we collect, use, and why
3. Lawful bases and data protection rights
4. Where we get personal information from
5. How long we keep information
6. How to complain

1. Contact details

Email

westlondonrangersarc@gmail.com

2. What information we collect and use, and why

Membership or Visitors, administration, and management

We collect or use the following personal information as part of membership or visitor, administration, and management:

- Contact details (e.g. name, address, contact numbers and personal email address)
- Date of birth
- Photographs (members only)
- Emergency contact details
- Performance records (e.g. scores, disciplinary records, complaints, or disciplinary action)

3. Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data.
- **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.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of membership and visitor, administration and management are:

- Consent - we have permission from you after we gave you all the relevant information. All your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we are collecting or using your information because it benefits you, our club or someone else, without causing an undue risk of harm to anyone. All data protection rights may apply, except the right to portability. Our legitimate interests are:
 - Personal data collected by us will be used for the purposes of: -
 - administration of your membership
 - informing you of club activities
 - taking payment of membership fees
 - informing you of opening hours, competitions, and results

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Where we get personal information from

We collect your information from the following places:

- Membership application
- Enquiries on website
- When you interact with us during your time as a member (for example, where you enter competitions, renew your membership, sign up for an event)
- Biennial membership update

4. How long we keep information

- Membership – ordinary and probationary personal data will be retained as long as you have a valid membership with the club, but may be kept for a longer period for reasons of legal and civil action.
- Visitors – personal data will be retained for one year after your first visit to the club.

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

5. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we have used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk>

Change History Record

Version	Description of Change	Change by	Date
1	First Issue	Club Secretary	April 2025

Document Review

Last Review Date	Next Review Date	Reviewed By
April 2025	April 2026	West London Rangers Committee