

University of Bristol Archery Privacy Policy

University of Bristol Archery (UoB Archery) is a student-run sports club affiliated with the University of Bristol Student Union (Bristol SU). This privacy policy will explain what personal data the club collects and how we use it.

Topics:

1. What data do we collect?
2. How do we collect your data?
3. How do we store your data?
4. How do we use your data/Who do we share your data with?
5. What are your data protection rights?
6. How to contact us

1 WHAT DATA DO WE COLLECT?

UoB Archery collects the following data:

- Personal identification information (Name, email address, university username)
- Date of birth
- Known allergies
- Known injuries or medical conditions that may be worsened by participating in the sport of archery
- Next of kin name and phone number
- Gender identity
- Competing gender
 - This is as opposed to gender identity as, under Archery GB's 'Participation Procedures for Gender Reassignment Archers', unless an athlete has received clearance from Archery GB, they will not be able to claim records or compete under their affirmed gender. **This only extends to official records.** UoB Archery is committed to being a welcoming place for everyone. If you would like to speak with our committee over this matter then we are more than happy to hear from you. Contact information is provided at the end of this document.
- Archery related performance history (past scores, handicaps, classifications)
- Archery GB number

2 HOW DO WE COLLECT YOUR DATA?

You will provide UoB Archery with most of the data we collect. We collect and process data when you:

- Make a purchase on the Bristol SU website from UoB Archery
- Voluntarily complete a survey or provide feedback either via a form or by messaging services
- Upload archery records to the record-keeping software we use (see Section 3)

UoB Archery may also receive your data indirectly from the following sources:

- The University of Bristol Student's Union
- Archery GB

3 HOW DO WE STORE YOUR DATA?

UoB Archery stores your data in the following places:

- Microsoft SharePoint site which is flagged as 'Confidential and Sensitive'
- Microsoft Azure UK datacentre via Toxik Software's Golden Records archery recordkeeping software

Information on the data safeguarding procedures for both Microsoft products can be found at <https://docs.microsoft.com/en-us/sharepoint/safeguarding-your-data>.

UoB Archery will keep all of the above data until the start of the following academic year (i.e. when the academic year's membership with UoB Archery expires). Once this time period has expired, we will delete your data, with the exception of name and gender, from all storage areas. Unless you specify otherwise, we will keep your name and gender for the sole purpose of tracking archery score records should you hold any.

4 HOW DO WE USE YOUR DATA/WHO DO WE SHARE IT WITH?

UoB Archery uses your data to:

- Process your membership with the club and manage payment for sessions
- Contact you with important club information (i.e. AGM information, session cancellations)
- Keep track of your archery records with the club
- Produce anonymous reports on club demographics

UoB Archery shares your data with the following organisations:

- Archery GB
 - We are required to share your name, date of birth, gender, and email with Archery GB to create your account with them. This is required for you to participate in archery with us as your membership with Archery GB includes insurance.
- Grand Western Archery Society (GWAS)
 - We are required to share your name, date of birth, gender, and email with GWAS as a part of validating UoB Archery's insurance from Archery GB
- Gloucestershire Archery Society (GAS)
 - We are required to share your name, date of birth, gender, and email with GAS as a part of validating UoB Archery's insurance from Archery GB

5 WHAT ARE YOUR DATA PROTECTION RIGHTS?

UoB Archery would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request UoB Archery for copies of your personal data.

The right to rectification - You have the right to request that UoB Archery correct any information you believe is inaccurate. You also have the right to request UoB Archery to complete information you believe is incomplete.

The right to erasure - You have the right to request that UoB Archery erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that UoB Archery restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to UoB Archery's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that UoB Archery transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: uob.archery@gmail.com

6 HOW TO CONTACT US

If you have any questions about UoB Archery's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: uob.archery@gmail.com

Contact us via Facebook: www.facebook.com/uobarchery

Alternatively, speak to a member of the committee in person at a club session.

If you have any issues with the way UoB Archery handles your data that we are unable to resolve, you can contact the University of Bristol Student's Union at the following email: bristolsu@bristol.ac.uk