



# TALISMAN BOWMEN

AFFILIATED TO ARCHERY GB, SOUTHERN COUNTIES ARCHERY SOCIETY AND HAMPSHIRE ARCHERY ASSOCIATION

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## Data Protection Acceptance

Please read, sign and return as soon as possible

Dear member

The General Data Protection Regulations (GDPR) come into force on 25th May 2018. They apply to all organisations including ours.

Talisman Bowmen must protect your personal data and you have the right to know what data we hold, how we protect it, and to ask for any or all of it to be deleted from our records. Data must be held in a commonly-used format, and Talisman Bowmen uses MS Excel, and e-mail applications such as "Outlook" and "MacMail" to send "group" communications.

We will only hold your personal data in order to administer and run the club, contribute to tournaments, and communicate with members. We will not use your data for any other reason, nor share any of it with third parties other than AGB, SCAS and HAA to whom we are affiliated.

We would like to keep you informed of club activities by e-mail, to organise and take part in tournaments, and some elements of your personal information are required by Archery GB where your membership provides personal insurance enabling you to shoot with and for Talisman. If you decide that Talisman Bowmen cannot hold some or all of your data you can use our website <http://talismanbowmen.com> to find out club information, but you will have to arrange, and provide proof of, your own Archery GB membership before you can shoot or represent Talisman Bowmen in tournaments.

### **Your personal data that we will hold will include:**

*Full name / Date of birth / Gender you want recorded / Telephone numbers / Postal address / Archery GB number / e-mail address(s)*

*What you have paid for (e.g. memberships and subscriptions and tournament fees as applicable)*

*The name and contact details of someone you would like to be told in case of an archery-related accident*

### **How will your data be held..**

This data will be held by the Treasurer who is also the Data Protection Officer. A copy of these records will be held, for back-up and communications purposes, by the Chairman and the Secretary only. The information will be stored on the hard drives of home computers, and backed-up from time to time by transferring the data on a memory stick.

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For the Junior Tournament, Strawberry Shoot and any similar events run by the club, competitor data will also be transferred to one portable computer (laptop) (normally that of the Records Officer) for the efficient conduct and scoring of the tournament. Data will be removed from that laptop after the event.

Talisman Bowmen also has a Facebook presence and if you use that “group” then Facebook is responsible for the protection of your data.

**Action required...**

Please will you indicate to the Data Protection Officer that you agree with these principles, and that you permit Talisman Bowmen to hold those elements of your personal data for the specific reasons stated. For members under the age of 16 the parent or guardian must indicate consent on their behalf.

Please will you insert your name and Archery GB number into the highlighted box below, save a copy of the .pdf file locally if you wish, and then attach the file to an email and send it to:

keith.tatman1@btinternet.com current Treasurer and DPO.

Click in the box below then type your name and AGB number to confirm your acceptance

This action by you indicates that you are willing for Talisman to hold and use your data only as described above, and that you are also content to receive Talisman information from time to time.

**Thank you very much for your help.**