BOWMEN OF THE DEANS

Privacy notice

Recommended 2026 edition | Prepared 27 October 2026 | Committee approval pending

Bowmen of the Deans is responsible for the personal information it uses to run the club. This notice covers members, prospective members, participants, parents, guardians, volunteers and people who contact us. It explains our use of information and your rights.

The club is the data controller for the records it manages. The club secretary coordinates questions about these records. Contact bowmenofthedeansarchery@gmail.com.

Information we collect

We collect information that is relevant to your contact with the club. Depending on the activity, this may include:

- Your name, contact details, date of birth or age category, membership status and affiliation details.
- Course enquiries, participation and attendance, equipment loans and records of payments due or received.
- Scores, rounds, classifications, handicaps, competition entries and awards relevant to club shooting and the scoring system.
- Parent or guardian details, emergency contacts and agreed arrival, collection or supervision arrangements for junior members.
- Health, disability, medication or support information that you choose to discuss with us where it is needed for safe participation or reasonable adjustments.
- Photographs, video and the permissions associated with their use.
- Correspondence and records needed to handle accidents, safeguarding concerns, complaints or disciplinary matters.

We normally obtain information from you or, where appropriate, a parent or guardian. Relevant affiliation, competition, scoring or safeguarding information may also come from governing bodies, competition organisers or people reporting an incident. We will explain any material additional use.

Please tell us if contact details or relevant support arrangements change. If you provide another person's emergency contact details, please make them aware that you have given those details to the club.

Why we use information

Membership and activities: we use the details needed to administer applications, membership, courses, equipment loans and payments. Where this is necessary to provide the membership or service you request, our lawful basis is performance of a contract or steps taken at your request before entering into one.

Enquiries and club administration: we use relevant correspondence and contact information to respond to questions and organise the club. Our lawful basis is legitimate interests in answering enquiries and administering a safe, well-run club, taking account of your rights and reasonable expectations.

Scoring and sporting records: we use relevant identity, age-category and scoring information to administer shooting, competitions, classifications and progress records. Our lawful basis is legitimate interests in organising fair sporting activities and maintaining accurate results. We will

explain who can see identifiable results before publishing or sharing them beyond the arrangements already explained to participants.

Safety and safeguarding: we use the minimum relevant contact, attendance, incident and supervision information needed to protect participants and handle concerns. We rely on legitimate interests in safe participation, or a specific legal obligation where one applies. Additional conditions apply to health information and criminal-offence information, as explained below.

Optional publicity and promotional messages: where we ask for your consent, we use your information only for the purposes you have agreed to. We record your choice and provide a way to withdraw it. Choosing not to receive promotional messages does not prevent membership or participation.

Health and other sensitive information

Health information is special category data. For routine support or adjustment arrangements, our proposed lawful basis is consent, together with explicit consent as the additional condition required for health information. We will explain the specific information and purpose before asking for that consent. Consent to this use is separate from consent to photographs or marketing.

You may withdraw consent by contacting the club. We will explain which information an arrangement requires and discuss alternatives if you decline optional information.

For emergencies, safeguarding concerns or legal claims, a different condition may apply. We must record the applicable lawful basis and special category condition. Safeguarding concerns follow the appropriate club, Archery GB and statutory reporting routes.

If criminal-offence information is needed for safeguarding or vetting, it requires a separate applicable legal authorisation or condition. A general consent statement is not sufficient on its own. Access must be limited to those with a legitimate safeguarding role.

Please discuss sensitive support details privately with an appropriate club officer. Avoid putting detailed medical information in a general website enquiry.

Where records are kept

Member records are maintained in the club's spreadsheets and Golden Records Online. The club administers its Golden Records account; the online software is provided by Toxik Software Ltd. Relevant correspondence is also held in the club email account. Completed forms and supporting records may be kept electronically or on paper where needed for the purposes in this notice.

Access must be limited to the committee members, coaches, records officers or other authorised volunteers who need the information for their role. Records must be protected against unauthorised access, loss and inappropriate sharing, including on volunteers' devices and when roles change.

Enter only information needed for membership identification, scoring and the agreed operation of Golden Records. Keep health and safeguarding case records separately.

The website and enquiries

The public website has no separate member login. Its enquiry facility currently prepares an email draft for you to send. The club receives the message when you send it.

The website is hosted through Cloudflare. Like other hosting and security services, it may process technical information such as an IP address, browser details and requests needed to deliver and protect the site. The club email address uses Google's Gmail service.

Before enabling direct online enquiries, the club will explain any spam-check and email-delivery services at the form. Enquiries may contain your name, reply email, session or course, participant numbers and message. The enquiry form does not request payment details.

We will review this notice before introducing materially different website services or uses of visitor information.

Who may receive information

We share only information relevant to the purpose and with an appropriate lawful basis. Recipients may include:

- Authorised club volunteers who administer membership, activities, scoring, payments or safety.
- Archery GB, Gloucestershire Archery Society and Grand Western Archery Society where needed for affiliation and administration of the sport, and competition organisers where you enter an event.
- Toxik Software Ltd, which provides Golden Records Online and describes itself as a data processor when storing member records on the club's behalf. The club remains responsible for deciding how those records are used.
- Other providers supporting the club's email, website and record systems, to the extent their service requires the information. Their role and access depend on the service used.
- Emergency services, statutory safeguarding services, Archery GB safeguarding personnel, insurers or professional advisers where necessary to handle a particular incident, obligation or claim.

Golden Records provider privacy information: https://archery-records.net/content/privacy-policy

A provider may also be a separate data controller for its own service-account administration. A governing body or external competition organiser may be a separate data controller and provide its own privacy notice. This notice covers the club's use of information and does not replace those notices.

Information processed outside the UK

Cloud-based email, hosting and scoring services may involve processing outside the UK. The arrangements depend on the particular service and where it processes information.

Before a restricted international transfer, the club must establish a valid UK transfer mechanism and document the countries, recipients and safeguards. Contact us for the arrangements applicable to your records.

How long we keep information

We keep information only for as long as it is needed for the purpose for which it was collected. The club will apply the following retention periods and review criteria:

- Routine enquiries and unsuccessful applications: normally up to 12 months after the enquiry or application is closed, unless you ask to remain on an interest list or another reason for retention is explained.

- Routine membership administration: normally for membership and up to two years after it ends, subject to the separate requirements below.
- Scoring, competition, classification and award records: while needed to maintain accurate sporting records and club history. Review the need for identifiable records, access and publication regularly; use anonymised information where it meets the purpose.
- Financial, accident, insurance and legal-claim records: for the period required by the relevant accounting obligation, insurer or claim, with the reason and retention period recorded. These records may need to be kept longer than routine membership information.
- Safeguarding records: under the applicable safeguarding retention requirements and advice from Archery GB or the statutory service. Do not delete them automatically when membership ends.
- Health, emergency-contact and junior attendance arrangements: review when an arrangement changes, membership ends or a new form replaces an old one. Remove what is no longer needed, unless it forms part of an incident, safeguarding or claim record that must be retained.
- Publicity photographs and promotional contact lists: review when consent is withdrawn or the intended use ends. Explain any reason why a separate record must be retained.

Records no longer needed must be securely deleted, destroyed or anonymised, taking account of copies and backups that remain in use.

Your rights and choices

Depending on the circumstances, you may ask for access to your information, correction of inaccurate information, deletion, restriction of use or transfer of information to another organisation. Some rights have conditions or exceptions.

You may object to processing based on legitimate interests, including scoring-related processing, by contacting the club. We will consider your circumstances and explain whether there is a continuing lawful reason to use the information.

You may object to direct marketing at any time. If a use relies on consent, you may withdraw that consent at any time by emailing the club; this does not make the earlier lawful use unlawful.

The club does not make significant decisions about membership or participation solely by automated processing. You may query automatically calculated scores or classifications with the club.

Email bowmenofthedeansarchery@gmail.com to exercise your rights. We may check your identity and will respond within the legal time limits. For a child's information, we consider their understanding and rights, and the authority of anyone acting for them.

Complaints and changes

Please contact the club if you are concerned about how we use your information. You may also complain to the Information Commissioner's Office: https://ico.org.uk/make-a-complaint/

We will review this notice when our activities or systems change and make the current approved version available to members and people whose information we collect. We will explain significant changes in an appropriate way.

Document control and change record

Document ID: BOD-DP-01
Proposed version: 2026 R1
Prepared: 27 October 2026
Approval: Pending club decision
Suggested next review: Within 12 months of approval, or sooner after a significant change
Source edition: Version 1 dated 5 June 2018; club record systems clarified on 27 October 2026
Formatting baseline: Privacy-Notice-2018.docx

Edition	Date	Record
F1	27 October 2026	Shared format applied to the supplied source; wording preserved.
2026 R1	27 October 2026	Recommended editorial and content revision. Approval has not yet been recorded.

Recommended changes

1. Editorial. Reorganised the notice into plain-English sections, shortened sentences and used consistent terminology for members, volunteers and personal information.

2. Confirmed factual update. Removed the unsupported surveillance and biometric references. Recorded the club's confirmation that member records are kept in spreadsheets and Golden Records Online; distinguished that service from a website member login.

3. Content proposal. Named Golden Records Online and Toxik Software Ltd, distinguishing club administration from external software provision. Added scoring purposes, proposed lawful basis, separation of sensitive case records and visibility/publication checks. Provider roles were checked against its privacy policy dated 3 June 2026.

4. Content proposal. Replaced blanket permissions with specific routine explicit consent, separate safeguarding/claims conditions and a distinct rule for criminal-offence information. These arrangements require club verification before approval.

5. Factual and process update. Used the confirmed club Gmail address, club spreadsheets and scoring records. Explained the current email-draft website enquiry and required updated information before direct submission is enabled.

6. Content proposal. Removed the unsupported territorial guarantee and set out the need to verify cloud suppliers, countries and an applicable transfer mechanism before restricted transfers.

7. Retention proposal. Retained a two-year routine membership proposal but separated enquiry, scoring, health, financial, accident and safeguarding records. Added retention review criteria instead of inventing a universal statutory period.

8. Clarification. Explained objection, withdrawal of consent, children's rights and complaints; distinguished automated scoring calculations from significant automated decisions.

Decisions before approval

- Check the data held in Golden Records, user roles, visibility of results, deletion settings and processing terms.
- Confirm spreadsheet and form storage, access, backups and volunteer handover arrangements.

- Approve the proposed lawful bases and record the applicable sensitive-data and safeguarding conditions.
- Agree retention periods for scoring history, finance, accidents and safeguarding records.
- Verify cloud suppliers, countries and actual transfer safeguards before approval.
- Update the enquiry information before enabling direct submission, Resend or Turnstile.