

National Small-bore Rifle Association

Group Data Protection Policy

About this policy

The NSRA Group includes, NSRA Charity, Bisley Sports Wholesale, NSRA Ltd and includes West Midlands Regional Shooting Centre and the Lord Wakefield range.

This policy explains when and why the NSRA collect personal information and how we use it; keep it secure and your rights in relation to it.

We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities through the Association and its partners. This includes members, visitors, guests and other people using the facilities and services of the association.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website regularly for any amendments at www.NSRA.co.uk.

We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible Person

For the purposes of the GDPR, The Chief Executive Officer (CEO) of the NSRA will be the “controller” of all personal data we hold about club members and others. The CEO is responsible for making sure the organisation complies with the General Data Protection Regulation (GDPR) which applies from 25th May 2018. We will review personal data on a regular basis to establish whether we are still entitled to process it or not.

Your rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the CEO

The Lawful reasons for processing your data.

We have three lawful reasons for processing your data, which are:

- (a) Processing is necessary for compliance with our legal obligation
- (b) Processing of your data is necessary for the administration of your membership contract.
- (c) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The Association will make every effort to ensure data is only shared with organisations that are GDPR compliant.

Membership and General Information

This is necessary to enable us to properly manage and administer your membership contract with the NSRA including merchandise, products and services including the handling of complaints and case management.

Data	Use	Shared with
All contact and membership details including name, address, phone number, email, date of birth, gender and other contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	To administer any membership account(s) you have with us and managing our relationship with you, (including arranging for any insurance) and dealing with payments and any support, service or product enquiries made by you.	Shared internally with other NSRA Departments. Otherwise where you have given us your explicit consent to do so.
All contact and membership details. Transaction and payment information.	To arrange and manage any contracts for the provision of any merchandise, products and/or services.	Shared internally with other NSRA Departments and Auditors. Otherwise where you have given us your explicit consent to do so.
Bond details	To process bonds	Sub group of Finance Department and Auditors
All contact and membership details	To send you information which is included within your membership benefits package, including details about your insurance, competitions and events, partner offers and discounts and any updates on small-bore shooting	Shared internally with other NSRA Departments. Otherwise where you have given us your explicit consent to do so.
All contact and membership details	To supply you with On Target, magazine, newsletters and other bulk communications	Magazine agency and other NSRA Departments.
All contact and membership details	To administer the Special Awards Committee.	NSRA staff and members of Special Awards Committee.
All contact and membership details	To administer involvement in NSRA Board, Committees, Working Groups and other panels.	Shared internally with other NSRA Departments, Committee Members and appropriate external organisations.
All contact and membership details.	To provide legal assistance and case management.	Shared internally with other NSRA Departments, Committee Members and appropriate external organisations including insurers and members of the legal profession.
Contact details and records of your interactions with us	To answer your queries or complaints	Shared internally with other NSRA Departments. Otherwise where you have given us your explicit consent to do so.
Gift Aid Declarations	To administer Gift Aid	HMRC Auditors

Images in video and/or photographic form.	For the purposes of promoting the sport, our events and membership packages.	Where you have given us your explicit consent to do so
All contact and membership details and marketing preferences	To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about Membership, events, participation products and information about our commercial partners	Where you have given us your explicit consent to do so
All the personal information we collect	Retention of records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and in some cases, we may have legal or regulatory obligations to retain records.	Shared with specialist organisations and regulatory bodies including insurance company but only for the purpose it was collected and to fulfil legal requirements.
Your usage of our IT systems and online portals.	The security of our IT systems	NSRA IT and appropriate internal departments. IT consultants
Name, title, date of birth, gender, information about your race or ethnicity, health and medical information and performance data	For the purposes of equal opportunities monitoring to promote a sports environment that is inclusive, fair and accessible.	British Shooting, other NGBs, UK Sport, Home Country sporting organisations.
All contact and membership details including name, address, phone number, email, date of birth, gender and other contact and membership details,	Dealing with Case Management and Disciplinary Issues	NSRA staff, internal panels and committees, external organisations and relevant bodies on a need to know basis. Publishing outcomes of decisions if appropriate.

Affiliated Counties, Clubs and Other Organisations

The following personal data is stored under the name of the affiliated county, club or other organisation.

Data	Use	Shared With
All contact and membership details including name, address telephone numbers and emails of identified roles i.e. Secretary, Treasurer, Chairman, Correspondent, CPO	To administer Affiliation of county, club or other organisation.	Correspondents name phone and email given to prospective members or other enquiries about the club Shared with insurers
County, club or other organisation member details telephone numbers and emails	To administer Affiliation of county, club or other organisation.	Shared with Insurers
All contact and membership details.	To provide legal assistance and case management.	Shared internally with other NSRA Departments, Committee Members and appropriate external organisations including insurers and members of the legal profession.

Visitors Firearms Permit

The NSRA Collects and processes data to administer the issue of Visitors Firearms Permits. This is done as part of a statutory obligation.

Data	Use	Shared with
Contact details of applicant including name, address, telephone, numbers, emails, country of origin and Firearms Permit details.	Visitors Firearms Permits	Police Force

Range Certification and Inspections

The NSRA collects and processes data to administer the range inspection and certifications process. This is done to provide an audit of safe ranges.

Data	Use	Shared with
Contact details of club or organisation including name, address, telephone numbers, email(s), reports and certificates applicable to club or organisation ranges	Range Inspection Reports and Range Safety Certificates	Home Office, Police Force, Insurers, H&SE

Coaching

The NSRA collects data to administer the Coaching Scheme that includes RCOs, YPS Tutors, YPS Tutor Trainers, Club Instructors, Club, County and Regional Coaches and Scorers.

Data	Use	Shared with
Registration and contact data including name, address, phone numbers, email, date of birth, gender, Scout Number, NSRA Number and assessment outcomes.	To manage and administer the coaching scheme. Including assessments, renewals, opportunities for further training, confirmation of qualification and validity/date of license to external organisations and individuals	Enquiries on qualification will be confirmed to person/organisation In every other case details will be shared with consent of the individual
Educator Contact details	To arrange courses and pass on contacts for courses.	Specific consent from Educator
Registration and contact data of Scorers including name, address, phone numbers and email, NSRA Number and assessment outcomes.	To manage and administer the NSRA Local Scoring System including assessments, renewals, opportunities for further training, confirmation of qualification and validity/date of license to external organisations and individuals	NSRA Competitions Department and affiliated Counties and Associations
Email and phone number of people wanting document verification	Verifying documents	DBS Verifiers

YPS Students are identified by name only and will not be contacted except via the Tutor.

DBS Checks

Some personal data needs to be processed as part of the NSRA safeguarding policy and procedures and for legal compliance with DBS requirements.

Data	Use	Shared with
Registration and contact data including name, address, phone numbers, email, date of birth, gender,	Administering DBS checks for NSRA Safeguarding Policies	Validity of check shared with organisations. Bureau that deals with NSRA DBS checks May be shared with Police and other authorities Safeguarding Panel if there are internal decisions to be made
DBS Verifiers name, address, phone number and email	Verifying documents	Bureau that handles DBS checks

Competitions

The NSRA collects data to administer the competition programme.

All Competitions – General Data

Some general data is required to administer competitions conducted by the NSRA

Data	Use	Shared with
Registration and contact data including name, address, phone numbers, email, date of birth, gender, disabilities, medical details and outcomes of decisions relating to dispensation certificates.	To administer the NSRA system of Dispensation Certificates	Competition organisers and staff
Scorers name, address, telephone numbers and emails	Scoring National Competitions	Clubs/individuals entering competitions
Records of your attendance at any events or competitions hosted by us.	To conduct data analytics studies to better understand event attendance and trends within the sport to ensure our services are targeted and relevant.	Other NSRA Departments. British Shooting, other NGBs, UK Sport, Home Country sporting organisations.
Details including name, address, phone numbers, email, date of birth, gender, disabilities, and outcomes of decisions	To allow performance monitoring for squad selection,	Competitions Team and other Individuals & relevant organisations included in the selection making process

In addition to the general data specific competitions require the collection of data that relates to them.

Individual Competitions

Data	Use	Shared With
Registration and contact data including name, address, phone numbers, email, date of birth, gender, NSRA Number, average, Gender, medical details and results	To administer and monitor your attendance in NSRA Individual Events and Competitions To inform you of other competition opportunities	Competitions Team Other NSRA Departments Partial data shared with volunteers e.g. scorers

Club Competitions

Data	Use	Shared With
Club correspondent's contact details including name, address, telephone numbers and emails	To administer and monitor attendance in NSRA Club Events and Competitions. To inform you of other competition opportunities	Competitions Team Other NSRA Departments
Club name, NSRA Number	To administer and monitor attendance in NSRA Club Events and Competitions. To inform you of other competition opportunities	Competitions Team Other NSRA Departments
Team members names, email, phone numbers, average, date of birth, dispensation, gender and results (If individual members of NSRA see membership data)	To administer and monitor attendance in NSRA Club Events and Competitions. To inform you of other competition opportunities	Competitions Team Other NSRA Departments Partial data shared with volunteers e.g. scorers

County Competitions

Data	Use	Shared With
County name Name address telephone numbers email of county correspondent Results	To administer and monitor attendance in NSRA County Events and Competitions. To inform you of other competition opportunities	Competitions Team Scorers County Secretaries/Correspondents Partial data shared with volunteers e.g. scorers

Eley Competitions

Data	Use	Shared With
Name address telephone numbers email Club name Gender Average Date Of Birth Results	To administer Eley competition. Inform you of other competition opportunities	Competitions Team Eley Scorers Other NSRA departments Partial data shared with volunteers e.g. scorers

Championships and International Competitions

Data	Use	Shared With
Registration and contact data including name, address, phone numbers, email, date of birth, gender, NSRA number, National Classification, gender and medical details. All Competition and Championship results.	To administer Championship Competitions and produce results at those Championships To inform you of other competition opportunities	Competitions Team and Organisers. Other NSRA Departments. Partial data shared with volunteers and relevant organisations e.g. scorers.
Name address telephone numbers emails Disabilities Gender Medical details	Dispensation Certificates	Competition organisers

Local Scoring

Data	Use	Shared With
Team members names, email, phone numbers, average, date of birth, dispensation, gender and results(If individual members of NSRA see membership data)	To administer and monitor attendance in NSRA Club Events and Competitions. To inform you of other competition opportunities	Competitions Team Other NSRA Departments Partial data shared with volunteers e.g. scorers & Local Scorers

Results which are generated as part of competitions will be distributed to all individuals, clubs and related bodies where applicable. The results may also be used for selection by external bodies. They will be published both internally and externally on paper and web based media e.g. (Individual, club results, County, National Rankings, Championships results and results supplements)

Lord Roberts Centre (LRC), West Midlands Shooting Centre (WMRSC) and Lord Wakefield Range

The LRC and WMRSC collect data to administer the use of the centre. This includes the Gym, Café and general reception and ranges at the appropriate centre. This is in addition to the general information linked to membership.

Data	Use	Shared With
All contact and membership details collected including name, address, phone number, email, date of birth, gender and other contact and membership details, self-completed physical activity declarations, transaction and payment information, records of your interactions with us, and marketing preferences.	To administer activities at LRC To administer any Membership Account(s) you have with us and managing our relationship with you, (including arranging for any insurance) and dealing with payments and any support, service or product enquiries made by you	Depending on the nature of the booking they will be shared as appropriate which can include: Range bookings with staff Events with 3 rd party organisers and providers The LRC Gym NSRA shop and other NSRA Departments. With self-employed instructors. Follow up contracts for repeat bookings With LRC café Alternative Invoice Address if separate to Booking Address
Physical disabilities or behavioural/concentration issues relevant participation in try shoots and other events	To ensure a suitable instructor to student ratio, when making extra provisions to ensure a safe shoot. This information is not attached to an individual, rather the booking group.	With self-employed instructors.
Photographs	To promote the sport and events	Only shared with individual consent
Accident	Dealing with accidents	Emergency services, insurers
Records of attendance	To comply with Health and Safety requirements to provide you and other members of our organisation with a safe environment in which to participate in sport.	Appropriate NSRA Staff
Contractor's contact details including name, address telephone numbers and emails	Complete projects with outside contractors	Appropriate NSRA Staff

Bisley Sports Wholesale

BSW collects and processes data as part of its statutory requirement as an RFD

Data	Use	Shared With
Name, address, telephone numbers, emails	Statutory requirements as an RFD, marketing products to RFDs	Police Force
Name and telephone numbers	Batch testing	Ammunition manufacturers and suppliers
Name, address telephone numbers emails of trade suppliers	Statutory requirements as an RFD, marketing products to RFDs	Police Force
Names, address, contact details and payment details of customers and suppliers	To process and issue invoices and to record transactions.	Other NSRA Departments and Auditors.
Name, address, telephone numbers emails of RFDs	Informing public of local dealerships	General Public
Card payment details	To take and make payments	Card payment services
RFD details	Statutory requirement	Police Force
Accident	Dealing with accidents	Emergency Services, Insurers

NSRA Shop and WMRSC Shop

The NSRA Shop and WMRSC Shop collect and processes data as part of its provision of services to customers.

Data	Use	Shared With
Contact details including name, address telephone numbers, emails and FAC details	Statutory requirements under Firearms Act	Police Force
Contact details including name, address telephone numbers, emails and FAC details	Processing orders Email marketing Christmas cards	Ammunition manufacturers and suppliers
Name, telephone numbers	Telephone orders (stored for one month)	May be shared with other NSRA Departments. Only shared externally with consent.
Name, address telephone numbers emails of trade suppliers	3 rd party deliveries (on behalf of retailers)	Deliveries
Names, address, contact details and payment details of customers and suppliers	To process and issue invoices and to record transactions.	Other NSRA Departments and auditors.
Credit card details	Used to process orders (not retained)	Card providers
RFD details	Statutory requirement	Police Force
General emails	Communication re: products, advice, pricing , deliveries	Shared with other NSRA Departments. Only shared externally with consent.

Squads

This is necessary to enable us to properly manage and administer your development through the performance programme including arrangements for competitions and disciplinary/grievance matters.

Squad Members

This is necessary to enable us to register you on to and properly manage and administer your involvement with the squads.

Data	Use	Shared with
All performance and attendance data and information about your health and medical condition. Details of any affiliated club and/or county membership.	To conduct performance reviews, manage performance and determine performance requirements and administer your development and training requirements on any player pathway programme. To make decisions about your progression and development through any player pathway programme and to assist with the delivery of rankings and ratings	Squad coaches for internal reviews. Appropriate NSRA Staff. Data may also be shared with British Shooting Selectors for consideration for major matches. British Shooting Academy Programmes when a squad member is considered for transition to that programme.
All non-medical performance and attendance data. Details of any affiliated club and/or county membership.	To administer and monitor your attendance at events and competitions to register you on to and properly manage and administer your development through the performance programme.	Squad coaches for internal reviews. Appropriate NSRA Staff
Identification documents, details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	To arrange for any trip or transportation to and from an event	Squad Coaches Appropriate NSRA Staff
Health and medical information	To administer any drug testing. To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate, to provide appropriate adjustments to our sports facilities and to monitor and manage sickness absence	Squad Coaches Appropriate NSRA Staff Drug testing agencies Appropriate External Sports Bodies.
All the personal information we collect including any disciplinary and grievance information.	To gather evidence for possible grievance or disciplinary hearings	Squad Head Coach and Squad Child Protection Officer. National Child Protection Officer. Appropriate NSRA Staff
All details required for the purposes of awarding scholarship funding or grants (including any means testing)	To assess your eligibility for and to provide any scholarship funding and/or grants	Squad Head Coach Appropriate NSRA Staff

Coaches with Squads

This is necessary to enable us to register you on to and properly manage and administer your involvement with the squads.

Data	Use	Shared with
All contact and membership details, transaction and payment data. Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history.	To administer your attendance at any courses or programmes you sign up to	Course/programme organiser Squad Head Coach
All performance and attendance data and information about your health. Details of your current affiliated club or other, coaching/teaching qualifications and/or officiating history. Qualifications start & end dates.	To conduct performance reviews, managing performance and determining performance requirements To make decisions about your progression and accreditation status	Squad Head Coach and NSRA Coaching Manager Any members of a review panel created by either the Head Coach or the NSRA Director of Coaching for the purpose of a review
Information about your criminal convictions and offences	To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Squad Head Coach NSRA HQ
Health information	To administer any drug and alcohol testing	Squad Head Coach; the body which does the testing
Identification documents, details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	To arrange for any trip or transportation to and from an event	All Squad Coaches.

Enquiries and other communications with the NSRA

When enquiring about NSRA services we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the Association will only be retained for a period of time appropriate to the content or request and emails will be purged on a regular basis. Your details will be kept for length of time necessary to administer the enquiry then deleted or destroyed. They will not be kept on a searchable database or used for any other purpose

Children

Parents or Guardians signing the Membership Form are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

Your data may be held in both paper form and on an electronic database. All electronic data will be held on cloud based storage with the appropriate level of encryption. Back up data will be similarly secured off site. Paper copies of data will be held at the NSRA's premises in locked cabinets in locked, alarmed office. CCTV is in place to further enhance security. In the unlikely event that it is necessary to transport data it will be kept secure.

Coaches and Instructors may collect data for training purposes and they will be encouraged to secure that information when they have it, send it securely to the NSRA and not keep any unnecessary copies. For any online payments that we take we will use a recognised online secure payment system.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data outside the remit of this policy.

Request to see your personal information

If you wish to know what personal data the Association holds please email the CEO and they will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the NSRA informed of changes to their data (e.g. address/telephone number etc.) and this is updated at least once a year at renewal and you are at that time authorising the NSRA to hold such data on file.

The data will be normally kept for up to 7 years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Name, address and length of membership will be kept for up to 30 years for management of historical insurance claims. Names and scores may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.

CCTV Images

The Association is registered with the ICO as an organisation that uses CCTV. It is used to record activities on the premises at the Lord Roberts Centre and the West Midlands Regional Shooting Centre in the interests of supervision, safety and crime prevention.

For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about members, non-members customers and offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, service providers, police forces, security organisations and persons making an enquiry.

The images are stored securely on a server in a locked room in a locked office. The images are overwritten on a monthly basis. This means that any complaints which rely on this about theft/bullying/abuse etc. must therefore be made within 1 month of the incident otherwise the images will have been overwritten.

Where screens are public areas (e.g. reception) they may only be viewed from a 30degree angle and are covered or switched off when staff are not present.

Cookies

Certain parts of our Site use "cookies" to keep track of your visit and to help you navigate between sections. A cookie is a small data file that certain websites store on your computer's hard-drive when you visit such websites. Cookies can contain information such as your user ID and the pages you have visited. The only personal information a cookie contains is information that you have personally supplied.

We use cookies on our Site to enable us to deliver content that is specific to your interests and gives us an idea of which parts of the Site you are visiting and to recognise you when you return to the Site. Reading cookies does not give us access to other information on your computer's hard-drive and our Site will not read cookies created by other websites that you have visited.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. If, however, you select this setting you may be unable to access certain parts of the Site. Unless you have adjusted your browser settings so that it will refuse cookies, our system will issue cookies when you access the Site.

Please note providers of third party content may also use cookies over which we have no control. For detailed information on the cookies we use and the purposes for which we use them see the table at the end of the policy