



Essex Guild of Archery Coaches

Privacy Notice

What this privacy notice covers

The Essex Guild of Archery Coaches (EGAC) is committed to protecting your personal information. In this notice, references to 'we', 'us', 'the Guild' or 'EGAC' means committee members and nominated others associated with the operation of the Essex Guild of Archery Coaches. This notice explains how we collect and use personal information about you. As required by the General Data Protection Regulation (GDPR) that comes into force on 25th May 2018, we also list the '[lawful basis](#)' under which we process the data.

Who we are

The Essex Guild of Archery Coaches forms part of Essex County Archery Association. We are charged with promoting, organising, assisting and advising on all archery coaching related matters in Essex and Suffolk.

The Essex Guild of Archery Coaches is a data processor under the data protection rules.

Information we gather about you and what we do with it

The Essex Guild of Archery Coaches gathers certain information about you. Some of the information is exchanged with:

- Archery GB (AGB) - the national governing body for archery in Great Britain.
- Southern Counties Archery Society (SCAS) - the associated regional body.
- Essex County Archery Association (ECAA) - the associated county body.

We do not exchange information about you with any other third-parties.

We collect and process information in the following ways:

Coaching Courses

When you apply to take part in a Coaching Course (including the Instructor Award) you will be asked to provide us with your name, address, date of birth, gender, email address, contact numbers, and AGB membership number. We use the information you provide purely to administer and run the courses. If you consider yourself to have a disability, we ask you to voluntarily provide details as to the nature of this, so we can best cater for any general or specific support that you might require. We also ask that you voluntarily provide us with details as to your ethnicity to assist AGB in meeting their ethnicity and diversity targets.

The course tutor will send the application forms to Archery GB, typically retaining copies until a few months after the course in case an appeal or complaint should arise, after which the copies are destroyed.

We process this data on the basis of 'legitimate interest' - i.e. you have applied to take part in a course and it is reasonable for us to use the data you provide to administer the course.

Coaching Renewals

Every three years coaches are required to renew their coaching licence. In Essex and Suffolk you have to contact the [renewals panel](#) and submit an [application form](#) which varies according to the

coaching grade you hold. You will need to provide your name, address, email address, contact numbers and AGB membership number. To support your work record you will need to provide a list of referees along with their contact details, which means you will be providing us with other people's personal data.

The renewal panel will meet to consider applications, and the referees you have provided may be contacted to ratify your work record. The application forms will be held by the renewals panel until such time as the renewal is authorised. The forms are then sent to Archery GB who will make additional checks, for example that you hold a valid Disclosure Barring System (DBS) Certificate.

We receive an occasional list of coaches from AGB and SCAS. The list includes names, club, AGB membership number, coaching grade and the expiry date of your licence. If we see that someone's licence is about to expire we may have to escalate it to you via your club's secretary as the list doesn't contain any individual contact details.

We process the data on the basis of 'legitimate interest' - i.e. if you have applied to renew your coaching licence then we will take reasonable steps to ensure it is valid for you to do so. If your licence is about to expire and we haven't received a renewal, then we will take reasonable steps to ensure it doesn't lapse accidentally.

Talks, Seminars, Continuing Professional Development (CPD) Events and Workshops

When we organise events we will collect names, email addresses and contact numbers for anyone who applies to facilitate the organisation of the event and for the subsequent distribution of any resource material to the attendees.

Lists of attendees will be retained for four years after the event has completed should we be asked to act as referee for an individual's CPD when it comes to coach renewal. This allows three years for the normal renewal cycle, plus the one further year which can be allowed if there are mitigating circumstances. After this the data will be destroyed.

We will process this data on the basis of 'legitimate interest' - i.e. you have applied to attend an event and we will need to keep you appropriately informed of plans and send you follow up materials.

Social Media

The Guild operates a Facebook page <https://www.facebook.com/coachingguild/>. We use this to post articles of general archery coaching interest and we will also post details of updates to our own website. We have no control over how individuals choose to like, follow, or receive notifications in relation to updates to our page. Other than reviewing Facebook's standard analysis metrics, we make no attempt to further analyse who likes us or follows us. Similarly, we make no attempt to harvest additional information from those who like or follow us.

We will only ever attempt to contact you on the basis of 'legitimate interest' should you, for example, ask a question in a comment or contact us directly via Messenger.

Website

The Guild operates a website <http://www.ecaa.org.uk/coaching-and-judging/coaching-guild> which forms part of the overall ECAA website. We do not try to track you with cookies, and we make no attempt to identify who is accessing our site.

Mailing List

We operate a [mailing list](#) from our website, which we use to send out notifications of coaching events and other news taking place in and around Essex and Suffolk. The list is held securely on the hosting service's servers and is not directly available to the Guild's Committee.

The mailing list operates on the basis of 'consent' - i.e. you must sign up to the service and confirm you wish to receive the email notifications. You may unsubscribe from the mailing list at any time.

Committee Members and Committee Meetings

Committee members have an obvious 'legitimate interest' in holding each other's contact details to facilitate running the day to day business of the Guild. Minutes of committee meetings will be sent to all Guild committee members, the ECAA Chairman and the ECAA Secretary.

Any other Guild members may request to be added or removed from the distribution list at any point by contacting the [EGAC Secretary](#).

Information Sharing and Disclosure

Aside from AGB, SCAS and ECAA, we will not disclose your personal information to any third parties, unless:

1. we are under a duty to disclose or share your personal data in order to comply with a legal obligation, or in order to enforce or apply other agreements.
2. it is to protect the rights, property, or safety of The Essex Guild of Archery Coaches, its members, or others.

Your rights

Under GDPR you have a number of rights. See [here](#) for full details, but those most pertinent to the EGAC and its use of your data are:

1. Right to be informed. Covered by this privacy notice.
2. Right of access. You have the right to request a copy of the personal information we hold about you. We will respond within one month, but we may require you to confirm your identity.
3. Right to rectification. You have the right to ask for any inaccuracies in your data corrected.
4. Right to erasure. You have the right to request that we delete your personal data, or as it is known, 'the right to be forgotten'.

Contact the [EGAC Secretary](#) in the first instance and we will give you every assistance.

Changes to this notice and the way we treat personal information

If we make any significant changes to the way we treat personal information we will post the details on our Website, our Facebook page and to our mailing list.

Enquires and Complaints

The [EGAC Secretary](#) should be the first point of contact regarding any enquires arising from this Privacy Notice. You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information using their online form which can be found at <https://ico.org.uk/concerns/handling/>.