



**The Lee Enfield Rifle Association**

**Data Protection Policy 2022**



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## 1 Introduction

The Association will collect and keep Member's contact, membership and training details, shooting records and other personal information. With the Consent of the Member, the Association will share this personal information with law enforcement and other agencies as is required by legislation and with other Members of the Association as is deemed appropriate by the Committee in order to facilitate competitions and other events, or for statistical purposes.

This Policy ensures that the Association will do so in compliance with the Data Protection Act and the GDPR.

## 2 Definitions

In this Policy the following words and phrases shall have the following meanings:

**"Association"** means the Lee Enfield Rifle Association;

**"Committee"** means the appointed and formally recorded governing committee of the Association;

**"Consent"** means any freely given, specific, informed and unambiguous indication of his or her wishes by which the Member, either by a statement or by a clear affirmative action, signifies agreement to their own Personal Data being Processed;

**"Data Breach"** means a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data;

**"Data Controller"** means the natural or legal person, public authority, agency or any other body which alone or jointly with others determines the purposes and means of the Processing of Personal Data;

**"Data Protection Act"** means the United Kingdom Data Protection Act 2018;

**"GDPR"** means the General Data Protection Regulation 2018, a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union. The GDPR regulation was adopted on 27 April 2016 and becomes enforceable from 25 May 2018;

**"Member"** means a current paid-up member of the Association;

**"Personal Data"** means any information relating to an identified or identifiable natural person in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

**"Policy"** means this Lee Enfield Rifle Association Data Protection Policy 2018; and

**"Process"** or **"Processing"** means any operation or set of operations performed upon Personal Data such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.



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### **3 Data Protection**

Members are made aware that records containing necessary Personal Data about them are required for administration and reporting purposes.

The Association exerts that it has a legitimate right to Process this Personal Data in order to fulfill its obligations to the Members as well as to comply with statutory and legislative requirements.

By signing a form or completing an electronic process to take up or extend membership the Member gives their express Consent to the Processing of their own Personal Data.

The legal responsibility for the governance and protection of the Personal Data of the Members within the Association in accordance with this Policy, the Data Protection Act and the GDPR is vested in the Data Controller.

Unless decided otherwise at any time by the Committee and confirmed in written minutes the Data Controller shall be the current Secretary of the Association.

### **4 Data Processing**

The Data Protection Act establishes that the following rules shall apply to the Processing of Personal Data.

All Personal Data shall be:

- Processed lawfully, fairly and in a transparent manner;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are Processed;
- Collected for specified, explicit and legitimate purposes and not further Processed in a manner that is incompatible with those purposes (further Processing for archiving purposes in the public interest, for scientific or historical research purposes or for statistical purposes shall not be considered to be incompatible with the initial purposes);
- Accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that Personal Data which is inaccurate, having regard to the purposes for which it is Processed, is erased or rectified without delay;
- Kept in a form which permits identification of Members for no longer than is necessary for the purposes for which the Personal Data is Processed; and
- Processed in a manner that ensures appropriate security of the Personal Data, including protection against unauthorised or unlawful Processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **5 Member's Responsibilities**

Members should familiarise themselves with this Policy and are obliged to comply with its requirements at all times whilst a member of the Association.

Members should note that:



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- The Personal Data of other Members must not be obtained, Processed or disclosed for any purpose other than those approved by the Data Controller;
  - To ensure that records are accurately maintained it is essential that Members notify the Association of any changes that may require amendment to their own Personal Data, as soon as practicable after that change takes place;
  - All Personal Data must be kept securely. Laptops and other devices should have adequate security protection and passwords. Printed media should be secured at all times and shredded once it is no longer required. Personal Data that is being transferred between electronic devices should be placed on an encrypted device; and
  - If any Member is aware of a Data Breach they must inform the Data Controller as soon as possible, preferably immediately.

## **6 Member's Rights**

A Member has the right to review their own Personal Data held by the Association and to request correction of any inaccuracies.

A Member has the right of data portability and may ask to receive a copy of their own Personal Data in a structured, commonly used, machine-readable format that supports re-use.

A Member has the right to erasure of their own Personal Data (the "right to be forgotten") if:

- The Personal Data is no longer needed for the original purpose and no other lawful purpose exists;
- The lawful basis for the Processing is subject to the Member's express Consent and the Member withdraws that Consent and no other lawful purpose exists;
- The Personal Data is shown to have been Processed unlawfully; or
- Erasure of the Personal Data is necessary for compliance with legislation.

A Member has the right to request restriction of the Processing of their own Personal Data (meaning that the data may henceforth only be held by the Association and not further Processed) if the Member reasonably believes that:

- The Personal Data is inaccurate (but only for as long as it takes to verify and/or correct that accuracy);
- The Processing is unlawful;
- The Data Controller no longer needs the Personal Data for the original purpose (but not if the Personal Data is still required by the Data Controller to establish, exercise or defend legal rights); or
- If, in the context of an erasure request, verification of legitimate grounds for that erasure is pending.

A Member has the right to request information about the identities of those third party(s) to which their own Personal Data has been passed.

Members should note that the Association is required to retain certain information for possible use by external organisations for a statutory period even after that person is no longer a member of the Association (such retention being a lawful purpose).



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## **7 Third Parties**

Where Personal Data is passed to external organisations for Processing (e.g. the Police or the NRA) the Association will ensure that it is only to the extent required and (as far as is practicable) used only for purpose specified.

Where the Association has disclosed the Personal Data of any Member to any third party(s), and the Member has subsequently exercised any of their rights of rectification, erasure or restriction, the Association should notify those third party(s) of the Member's exercising of those rights, however the Association is exempt from this obligation if it is impossible or would require disproportionate effort.

End of Policy