

LCAS Data Privacy Policy

Last Updated 10/12/2025

1.What this Data Privacy Policy covers

Organisations that hold personal data on persons living within the United Kingdom must conform to the UK General Data Protection Regulation (GDPR). **Lincolnshire County Archery Society (LCAS)** is legally compelled to protect any personal data held by the society. In this document, references to 'the society', 'we' or 'us' relates to the organisation known as Lincolnshire County Archery Society (LCAS).

This document outlines in accordance with the GDPR how we will collect, hold and use the personal data of club members and where applicable and only following written consent the data of parents or legal guardians of junior club members. This document will also detail how personal data of those archers visiting the society for tournaments will be held.

2.Who we are

Lincolnshire County Archery Society (LCAS) is a private archery society administered on behalf of the members by an annually elected committee. Lincolnshire County Archery Society (LCAS) is affiliated with the governing body for target archery in the United Kingdom, Archery GB and abides with all policies and bylaws put in place by this body.

Archery GB is the national governing body for archery in Great Britain. Archery GB is responsible for all levels of archery within the UK from elite to development level. Archery GB is the Umbrella organisation for English Archery Federation, Archery Northern Ireland, Scottish Archery and Welsh Archery Association.

Lincolnshire County Archery Society (LCAS) operates the website <https://www.lincsarchery.co.uk> (the "Website").

Lincolnshire County Archery Society (LCAS) is a data controller under the data protection rules and in accordance with the GDPR legislation.

3.Information we gather

As an organisation Lincolnshire County Archery Society (LCAS) collects certain personal data about members, parents, legal guardians and visiting archers through the following activities

- Membership application forms sent in by the clubs that belong to the society.
- Entries to competitions and coaching events hosted and administered by Lincolnshire County Archery Society (LCAS)

- Scores submitted for society records or award schemes

Where necessary this information is shared with the following affiliated entities,

- Archery GB,
- East Midlands Archery Society

Details of the specific data collected for each activity is presented in the following sections

4. Membership applications and renewals

When you become a member or renew your membership of your club, Lincolnshire County Archery Society (LCAS) will have access to your data via the Sport:80 membership portal provided by Archery GB.

The committee members who have access to this data will be the Lincolnshire County Archery Society (LCAS) secretary, coach organiser, membership secretary and tournament organiser.

5. Competitions administered by Lincolnshire County Archery Society (LCAS), but other Lincolnshire County Archery Society (LCAS) clubs will be the host venue.

When you enter a competition hosted by Lincolnshire County Archery Society (LCAS) the following information may be collected by the tournament organiser and where required by Archery GB shared with online based scoring systems such as lanseo (www.lanseo.net).

Personal data collected by the Tournament organiser will include the following

- First Name
- Surname
- Gender
- Bow style
- Date of Birth / Age category
- Email
- Address
- Phone number
- Club Name & Archery GB Number
- County
- Region

- Round (unless defined by age)
- Disabled (Y/N)
- Disability info (this will be shared with the COJ, entry form to have consent form)

The following information will be shared with the online scoring system

- First Name
- Surname
- Gender
- Bow style
- Date of Birth / Age category
- Club Name & Club Archery GB Number
- Round (unless defined by age)

Lincolnshire County Archery Society (LCAS) publish all results of competitions hosted by the society on the website. The following information will be published on the website in conjunction with any competition

- First Name
- Surname
- Gender
- Bow style
- Age category
- Club

In accordance with our competition entry documentation, photography and video may be taken by representatives of the tournament organisers at events, and these images may be used on our website, social media platforms and promotional / internal documents. Lincolnshire County Archery Society (LCAS) secretary must be contacted should an archer wish to have their image removed from the website.

6. How we may use your personal data

We rely on the legitimate interest basis to use your personal information in some circumstances. For example, when you apply to become a member of Lincolnshire County Archery Society (LCAS), we have a legitimate organisational interest to use your information to respond to you and give you the benefits of being a member as explained on the Website regarding features of being a member.

We also rely on obtaining your consent to use your personal information. For example, we will seek your consent to receive information via sport:80 about Lincolnshire County Archery Society (LCAS). When entering competitions or coaching events the tournament organiser will hold your data for the tournaments, and the coach organiser will have access to your data.

We may use your information for several purposes including the following:

- Compliance with legal, regulatory and corporate governance obligations and good practice
- To provide you with information about our work or our activities that you have agreed to receive
- Ensure we know how you prefer to be contacted
- Keep a record of your relationship with us.

We will use the information you give us to:

- Perform services you have requested (such as providing you with Membership Benefits or providing you with information you have asked for)
- Administer the sport of Archery, such as applying for and renewing membership with affiliated and governing bodies
- Provide you with information about other goods and services that we offer
- Notify you about changes to our service, including but not limited to any changes to the Member Benefits
- For any other reasonable purposes of Lincolnshire County Archery Society (LCAS), acting always in accordance with the data protection law (as amended from time to time)

The society will ensure that any personal data held on our website is presented in the most effective manner for you and for your computer

Legitimate Interest Assessment (LIA)

Test	What You Need to Document	LCAS Example
P1: Purpose Test	Identify the interest: What is the legitimate interest for processing the data?	<i>Interest:</i> Efficient administration of the society and providing core member benefits (e.g., membership records, communications about events).
P2: Necessity Test	Is the processing necessary? Is this the least intrusive way to achieve the purpose?	<i>Necessity:</i> Yes, using member data for contact and registration is necessary for the club to operate and for the member to gain the benefit of membership.
P3: Balancing Test	Balance the interests: Does the individual's rights and interests override the society's interest?	<i>Balancing:</i> As a member-focused club, the members generally expect and benefit from this processing. The potential harm is low, provided the data is secure and used only for stated purposes.

7. Marketing

We will not use your information for marketing purposes.

8. Information Sharing and Disclosure

We may share your information with the following selected third parties:

- Associate bodies, Archery GB & Regions only for the purpose of membership, score records and awards and in order that they may communicate with you regarding archery events only or to allow the associated bodies to manage the running of the sport in their areas
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply other agreements; or
- to protect the rights, property, or safety of Lincolnshire County Archery Society (LCAS), Our Members, or others. This includes exchanging information with other

companies and organisations for the purposes of fraud protection and credit risk reduction.

We require these third parties to comply strictly with our instructions and data protection laws, and we will make sure that appropriate controls are in place.

We may disclose your personal information to third parties if we are under a duty to disclose your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

9.Members under 18

If you are under 18 ensure that you have consent from a parent or guardian before giving us your personal information. When we collect data about a child or young person aged under 18, we will make it very clear as to the reasons for collecting this data and how it will be used.

10.Holding Personal Data

We will hold personal data only for as long as required to operate the service in accordance with legal requirements of our governing body Archery GB. As soon as membership is receded the personal data of that member will be deleted after 60 days.

Records - Name, Bow Style, Club and Score are held indefinitely for historical and archival purposes

Finance - Any personal data related to financial transactions or legal disputes will be held for **seven years** to comply with relevant tax and legal requirements.

11.Where we may store your information

The personal data that we collect from you will be transferred to and stored within a cloud-based data storage system that is compliant with the GDPR and administered by the executive committee appointed by Lincolnshire County Archery Society (LCAS). These will be either Zoho Workspace, Google Drive or Microsoft OneDrive

"Our cloud-based storage system, provided by Zoho Workspace, Google Drive, or Microsoft OneDrive, may involve transferring your personal data outside the UK/EEA. We ensure such transfers are protected by relevant UK legal safeguards, such as the UK's International Data Transfer Agreement (IDTA) or an equivalent mechanism. "By submitting your personal data, you agree to this transfer, storing or processing.

Lincolnshire County Archery Society (LCAS) will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Document.

12.Your rights

You have the right to:

- Have any inaccuracies in your personal data to be corrected
- Confirmation that their data is being processed
- Request that we delete your personal data.
- You have a right to access personal information we hold about you.
- An individual can object to the processing of their personal data that is based on Legitimate Interest.
- An individual can ask you to stop processing (e.g., temporarily lock down the data) while issues are investigated
- An individual has the right to receive their personal data in a structured, commonly used, and machine-readable format, and to have that data transmitted to another controller (e.g., transferring data to another club/organisation) where processing is based on consent or contract.

We require you to prove your identity with one piece of approved identification, prior to making any changes to your personal data.

Any requests to access or change data must be made to the Lincolnshire County Archery Society (LCAS) secretary. *Information must be provided without delay within one month of receipt and confirmed ID.* Please provide as much information as possible about the nature of your request with us to help us locate your records.

13.Changes to this document and the way we treat personal information

We may update the terms of this privacy document at any time, any changes will be reported in Committee Reports.

We will notify you about significant changes in the way we treat personal information by sending a document to your club secretary to distribute out, sending communication via sport:80 or by placing a prominent notice on our website.

14.Enquiries and Complaints

The Lincolnshire County Archery Society (LCAS) secretary is the first point of contact regarding any enquiries arising from this Document.

15.Changes to this Document

We may change this Privacy Document at any time to ensure that we are in compliance with the GDPR or legislation produced by governing bodies. If we make any significant changes in the way we treat your personal information we will contact, you as above.

Contact Us

If you have any questions about this Privacy Policy, please contact us at secretary@lincsarchery.co.uk

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