



Bishop Auckland Gun Club Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

The Club is registered as a 'data controller' under the Data Protection Act as we collect and process personal information about you.

We process and hold your information in order to deal with you as a member, guest or visitor of the Club. This notice explains how we use and share your information. Information may be collected on a paper form, by telephone, email, CCTV, door access system or verbally by a member of the Committee.

Why do we Collect Information about you

We need to collect information about you in order to deliver the Club's services to you, to confirm your identity and to contact you by post, email or telephone. This policy applies to members, probationary members, visitors and guests.

How we use your information

We will use the information you provide in a manner that conforms to the Data Protection Act. We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept.

We process your information to allow us to be able to communicate with you. We keep records of your attendance at the Club and the firearms you use to allow us to comply with the Home Office rules for rifle and pistol clubs.

Information sharing

We may need to pass relevant information about you to the firearms licensing department (which includes the police).

If relevant, we may share information with the MOD (or Landmarc, the MOD's range management agent) for the purposes of arranging and organising shooting activities on their premises.

We may need to share your information with the National Rifle Association to allow the NRA to issue SCC cards.

If it is necessary to share your information with third parties other than those listed above, your written consent will be requested separately.

CCTV/Surveillance

We have installed CCTV systems in and around our premises, for the purposes of ensuring the safety of our members and crime prevention and detection. CCTV is also installed on the outside of our buildings for the purposes of monitoring building security and crime prevention and detection. See BADGC CCTV Policy for further information.



Bishop Auckland Gun Club Data Protection Policy

Your rights

You have the right to request that the Club stop processing your personal data for any reason. However, this may cause delays or prevent us from allowing you to remain a member of the Club. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

You are legally entitled to request access to any information about you that we hold, and to be provided with a copy.

We try to ensure that any information we hold about you is correct. There may be situations where you find the information we hold is no longer accurate and you have the right to have this corrected. Please contact the Club Secretary or Chairman to exercise any of these rights, or if you have a complaint about how your information has been used.

The Lawful reasons for processing your data.

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

1. Processing is necessary for compliance with our legal obligation (Firearm Amendment Act 1988 c.45 Exemptions Section 15 – Firearms clubs)
2. Processing of your data is necessary for the administration of your membership contract
3. You have given consent to the processing of your data by signing a specific privacy statement.