



## **WRPC Data Collection and Privacy Policy from 25<sup>th</sup> May 2018 (as amended)**

### **Compliance under the General Data Protection Regulations**

**(Policy amended July 2021)**

This document details the data that is maintained by WRPC and outlines any third party with whom the data is shared. In addition, it details the circumstances under which data is shared and the time periods for which any data is kept before it is destroyed.

#### **Membership Data**

WRPC membership data is maintained by the Hon. Secretary of WRPC as the administrator. The data is stored on a software tool called MyClubhouse with whom the MLAGB (our parent company) has a separate formal contract on our behalf. WRPC are incorporated into the MLAGB. WRPC collect, store and use data which is a legal requirement of the Home Office as part of our approval and a link to the Home Office approval criteria is provided at the end of this document.

This data is not shared with any third parties for any reason with the following exceptions:

- On applying to join WRPC we are required by the Home Office to notify the Police of the applicant's full name, address, date and place of birth. We are also required to notify them when you become a full member. The Hon. Secretary carries out these functions.
- In addition, data for all members may be shared with the Police if a formal request is made by the Police. In such a case, the process will be managed by the Hon. Secretary of WRPC.
- Data for members who do not return a shooters record sheet by 31<sup>st</sup> December each year and for those who leave WRPC at any time or do not renew their membership by the end of February each year will be shared with the relevant Police Firearms Licensing Departments.

Paper copies of application forms for new members are given to instructors for training purposes and are securely destroyed when training is completed. Membership paper application forms are kept for every paid-up member. Once a member leaves the club the paper application form will be destroyed by the Hon. Secretary after 12 months.

Data maintained by MyClubhouse is backed up and is securely maintained.

WRPC keeps an encrypted membership ledger as a back up to MyClubhouse. Apart from the Hon. Secretary of WRPC, only certain members of the WRPC Management Committee & Admin Team, as authorised by the WRPC Chairman, will have access to the membership records on MyClubhouse and the encrypted membership ledger.

#### **Shooters Record Sheets**

Shooters record sheet data for members who use the WRPC as their Home Office Approved club for reporting purposes will be shared with the Police as needed. This process is managed by the Hon. Life President and Hon. Secretary of WRPC. This data is normally supplied annually at the end of the calendar year, and is shared with the appropriate Police Firearms Departments, normally during the first quarter of the subsequent calendar year. This data is supplied in written form and is securely kept and stored by the Chairman for six years\*\* as required by the Home Office, after which it is securely destroyed.

#### **Wedgnock Register of Firearms Used**

Members and guests signing into Wedgnock Ranges are required under Home Office guidelines to register their name and details of firearms used. This data is shared with the Police on request. This data is kept by the Range Manager for 6 years\*\* as required by the Home Office, after which it is securely destroyed.

#### **WRPC Competitions and External Leagues**

Members and guests entering formal WRPC competitions are required to provide their name on the entry form and sign a declaration that they are not a prohibited person under the Firearms Act 1968 as amended. This data is used solely to identify the individual and is securely destroyed within twelve months of the end of the event.

Competitors who wish to have their name, score and photograph published in the WRPC Newsletter which is uploaded to the WRPC website members' area and given to some members in paper format, need to opt in by ticking a box on the entry form. The 3 competition organisers carry out this process. Members entering postal leagues who wish to have their name published on an external website need to opt in by ticking a second box on the entry form. The Postal League Competition organiser carries out this process.

### **WRPC Mailing list**

Members must opt-in to the mailing list to receive emails from WRPC. We are required to keep proof of opting in which will be in the form of an email. Full name and membership number should be emailed to [newsletter\(at\)wedgnock\(dot\)co\(dot\)uk](mailto:newsletter(at)wedgnock(dot)co(dot)uk) replacing the words in brackets with symbols etc. requesting access. When a member opts out or leaves the club, the electronic record will be archived/deleted. The WRPC Chairman carries out these processes.

### **WRPC Members' Area Access**

Members need to electronically request access to the password protected area of the website and we will keep proof of such requests. When members leave the club or do not wish to continue with access, their electronic record will be deleted. The WRPC Website Manager or a member of the Admin Team appointed by the WRPC Chairman carries out these processes.

### **Personal Details Update Form**

These forms may be issued periodically with the renewal membership notices via post or as an attachment to an email from MyClubhouse to enable members to notify us of their current details. They may also become available on the website to be used when a change occurs. The Hon. Secretary updates the club records and will securely destroy all forms when this has been done.

### **Members Rights under the GDPR**

You have the right to:

- Be provided with the data that we hold on you
- Rectify/update the data
- Ask us to remove your data
- Restrict processing
- Data portability
- Object to our use of your data
- Not be subjected to automatic decision-making including profiling

The Data Officer is the WRPC Hon. Secretary who can be contacted at: [wrpc.sec\(at\)gmail.com](mailto:wrpc.sec(at)gmail.com) or by writing to: WRPC, PO Box 18035, Sutton Coldfield B73 9GY

- We will comply within 1 month of your request.

### **Notes and Links**

\*\* <https://www.gov.uk/government/publications/approval-of-rifle-and-muzzle-loading-pistol-clubs>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/518193/Guidance on Firearms Licensing Law April 2016 v20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/518193/Guidance_on_Firearms_Licensing_Law_April_2016_v20.pdf)

<https://ico.org.uk/>

[myClubhouse Terms & Conditions | myClubhouse ® - The Premium Online Club Membership Management Software Website Solution](#)