



## MEMBERSHIP APPLICATION

<b>Section A: Personal Details</b>	
<b>Name</b>	
<b>Address</b>	
<b>City/Town</b>	
<b>Post Code</b>	
<b>Tel/Mobile</b>	
<b>Email Address*</b>	
<b>Date of Birth</b>	
<b>Archery GB No. if known</b>	
<p><small>*This is a required field, so that Archery GB can invite you to access the Sport:80 portal to complete the registration process with them. Archery GB, Scottish Archery and East Kilbride Archery Club will not use your email for marketing purposes without your express consent.</small></p>	

<b>Section B: Parent/Carer Details</b>	
<p>If you are under 18 years of age, please ask your parent/carers to complete the following section.</p>	
<b>Name</b>	
<b>Address (if different from above)</b>	
<b>Tel/Mobile</b>	

<b>Section C: Additional Support</b>
<p>Please detail any disability you have and/or any additional support you may require from our coaches.</p>

<b>Section D: Medical Information</b>
<p>Please detail any important medical information that our coaches should be aware of (e.g. epilepsy, asthma, diabetes, allergies). If none, please write 'none'.</p>
<p>Please note: This consent needs to be provided by the parent/carers for children under the age of 13. Anyone over the age of 13 can provide consent for the use of data under GDPR.</p>
<p><input type="checkbox"/> I consent to my special category personal data provided in section C and D to be shared with coaches for the purposes of the delivery of my safe participation in club activity. This data will not be shared or processed for any other purpose.</p>

<b>Section E: Emergency Contact Details</b>			
<p>Please insert the information below to indicate who should be contacted in the event of an incident/accident.</p>			
<b>Name</b>		<b>Tel/Mobile</b>	

## Section F: Photography & Video Consent

East Kilbride Archery Club recognises the need to ensure the welfare and safety of all young people.

In accordance with the Archery GB/Scottish Archery child protection policy and procedures, we will not permit photographs, video or other images of children/young people to be taken without the consent of the parents/carers and children/young people.

The club will take all possible steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club/Scottish Archery Welfare Officer immediately.

I consent to East Kilbride Archery Club photographing or videoing my child's involvement in archery for the purposes of publicising and promoting the club or sport or as a coaching aid.

**Signature**

**Date**

## Section G: Club Privacy Statement & Communication Preferences

East Kilbride Archery Club takes the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full privacy notice carefully to see how the club will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access.

In addition to receiving general club communications, please let us know the following:

I would like to receive information from Archery GB:

Archery UK Magazine  Yes  No

Membership benefits/offers by email  Yes  No

Ezines  Yes  No

Hard Copy Membership Card  Yes  No

## Section H: Data Sharing with Archery GB/Scottish Archery

When you become a member of/renew your membership with East Kilbride Archery Club you will automatically be registered as a member of Archery GB/Scottish Archery. We will provide Archery GB with your personal data which they will use to enable access to an online portal for you (called Sport:80). Archery GB will contact you to invite you to sign into and update your Sport:80 portal (which, amongst other things, allows you to set and amend your privacy settings). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with Archery GB, please contact [enquiries@archerygb.org](mailto:enquiries@archerygb.org).

**Section I: Member/Parent/Carer Agreement**

By returning this completed form, I confirm that I have read and understood the privacy statement and how data will be used and shared and am willing to abide by the club constitution, code of discipline (see website) and Archery GB/Scottish Archery policies, procedures and governance.

**Signature****Date**

## Privacy Notice

### What we need

East Kilbride Archery Club will be a “controller” of the personal information that you provide to us in this form, unless otherwise stated.

When you register as a member of East Kilbride Archery Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address, and date of birth;
- equality information – disability (if any).

### Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- provide you with core member services, including, insurance, licensing and PVG checks;
- set up your online membership account and administer your account online; and
- send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits.

If you do not provide us with all the personal information

that we need to collect, then this may affect our ability to offer the above membership services and benefits.

### Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- promote and encourage participation in the sport of archery by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in the sport of archery by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- develop and maintain our members’ qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation

to the sport of archery. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at [eastkilbride.archery.club@gmail.com](mailto:eastkilbride.archery.club@gmail.com). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers can undertake regulated work with children and vulnerable adults.

### Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. [www.harper-macleod.co.uk](http://www.harper-macleod.co.uk)

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

As an affiliated club of Archery GB and Scottish Archery we are required to ensure that all of our members are members of Archery GB and Scottish Archery as a condition of affiliation. We will share your name, address, email address, date of birth and membership category with Archery GB and Scottish Archery who will become a controller of your personal information when they receive it.

Archery GB's and Scottish Archery's privacy notice explains how they use your personal information and can be accessed here <http://www.archerygb.org/privacy-policy/>

If we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

## How we protect your personal information

[www.eastkilbridearcheryclub.com](http://www.eastkilbridearcheryclub.com)

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our volunteers for the purposes set out above.

## How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

## Your rights

You can exercise any of the following rights by writing to us at [eastkilbride.archery.club@gmail.com](mailto:eastkilbride.archery.club@gmail.com).

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

- Any requests received by East Kilbride Archery Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

[eastkilbride.archery.club@gmail.com](mailto:eastkilbride.archery.club@gmail.com)