



**Scottish Target Shooting**  
Caledonia House  
1 Redheughs Rigg  
Edinburgh  
EH12 9DQ

Updated on 25 November 2024

# STS Privacy Statement for Membership Registrations & Renewals

## WHAT WE NEED

Scottish Target Shooting 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 Scottish Target Shooting 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:

- details for contact and identification purposes – name, address, email address, date of birth;
- emergency contact details – name of person to contact in an emergency situation, relationship of this person to you, this person's email address, this person's phone number;
- details of your shooting involvement – disciplines you shoot in, membership of other shooting bodies including national agencies and clubs, your firearms certificate number and date of issue;
- details of relevant qualifications – name of shooting qualifications and date attained, name of other relevant qualifications (such as child protection, first aid) and date attained; and
- equality information – your role in the sport, age, if you have any caring responsibilities, the nature of any disabilities (if any); ethnic group, religious belief, sex, gender identity and sexual orientation.

## 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, PVG processing, voting;
- set up your online membership account; and
- send you membership communications, by post or email, in relation to essential membership services including but not limited to, membership renewals, information on changes to details regarding membership benefits etc.

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

### **Legitimate Purposes**

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

- promote and encourage participation in target shooting by sending members' communications and booking information for upcoming competitions and events. 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 target shooting by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in target shooting by monitoring members' interests and participation through reporting on event attendance numbers and inviting our members to participate in surveys for researching and development purposes;
- 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;
- invite our members to apply for any programmes or projects that we will, from time to time, make available to members, including asking our members to nominate themselves or other individuals for such programmes, who we will then contact by email;
- invite our members as award winners or guests to our annual general meeting, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Scottish Target Shooting and the sport of target shooting. Your personal information will be used to investigate your complaint and/or take any necessary further action where relevant and as required.

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 [datacontroller@scottishtargetshooting.co.uk](mailto:datacontroller@scottishtargetshooting.co.uk). 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.

## **Scottish Target Shooting**

Scottish Target Shooting is a company limited by guarantee, incorporated in Scotland with registered number SC515115, having its registered office at Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ



Scottish Target Shooting is supported by

**sportscotland**  
the national agency for sport



## Scottish Target Shooting

Caledonia House

1 Redheughs Rigg

Edinburgh

EH12 9DQ

Updated on 25 November 2024

### 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 Companies Act 2006 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our **sportscotland** regulatory requirements to report on the size, achievements and profile of our members and member clubs and as well as coaches performing regulated work in the sport; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

### Equality Monitoring Requirements

We are required to use our members' personal information relating to your health, racial or ethnic origin, etc. for equality monitoring purposes as required by **sportscotland**.

We will process such personal information, through aggregated and anonymised reports, to enable us to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

### 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.

We may be asked by our member clubs to collect and store personal information about their individual members. Where we do this, the clubs have a responsibility as "controllers" to provide their members with privacy notices and we will not use such personal information for any other purpose.

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

We may also share personal information with our professional, legal and safeguarding advisors for the purposes of taking advice. This includes but is not limited to the services of Children First.

We are required to use our members' personal information to report the size and profile of our membership, activity and qualifications of coaches and size of our member clubs to **sportscotland** to illustrate participation levels in the sport.

Scottish Target Shooting employs Azolve to administer our membership and event entry database. Azolve processes our members' personal information on our behalf as a "processor" and is subject to written contractual conditions to only process that personal information under our instructions and protect it.

### HOW WE PROTECT YOUR PERSONAL INFORMATION

Your personal information is stored on our electronic filing system and our servers based in the EU and is accessed by our staff 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 or participated in one of our events for 5 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Scottish Target Shooting and for how long. We are required to do this to be compliant with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Scottish Target Shooting.

### YOUR RIGHTS

You can exercise any of the following rights by writing to us at FAO: Data Controller, Scottish Target Shooting, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ or emailing us at [datacontroller@scottishtargetshooting.co.uk](mailto:datacontroller@scottishtargetshooting.co.uk).

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 Scottish Target Shooting 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)

## Scottish Target Shooting

Scottish Target Shooting is a company limited by guarantee, incorporated in Scotland with registered number SC515115, having its registered office at Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ



Scottish Target Shooting is supported by

**sportscotland**  
the national agency for sport