**Sittingbourne and District Rifle and Pistol Club**

**PRIVACY POLICY**

About this policy

This policy explains what types of personal information will be gathered when you join the Sittingbourne and District Rifle and Pistol Club.

Information Collected

When joining the club you are asked to provide some limited personal information in order to enable the management of the club. The club may store this information manually or electronically. By supplying this information you are consenting to the club holding and using it for the purpose for which it was provided. Information provided will be kept for as long as is necessary to fulfil that purpose.

How the information collected is used

Personal information provided to the club by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties, or provided to direct marketing companies or other such organisations without your permission.

We may disclose your personal information to third parties if we are under a duty to disclose or share such information in order to comply with legal obligation or to protect the rights, property or safety of the club, its members or others.

How we store information collected

Information which you provide to use will be stored on personal computers held by the club chairman, secretary and the Web Site Manager. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy.

Access to information

The Data Protection Act 1998 gives you the right to access information held about you.

Changes to our Privacy Policy

Any changes we may make to our Privacy Policy in the future will be posted on this page.