

ESSU Privacy Policy

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Privacy Notice

ESSU is committed to protecting and respecting your privacy.

This Privacy Policy explains how ESSU collects, uses, stores, protects and shares your personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation. The UK GDPR sits alongside the Data Protection Act 2018 and remains the primary framework for the processing of personal data in the United Kingdom.

This policy applies to all individuals who engage with ESSU, including:

- Members
- Athletes and participants
- Coaches and officials
- Volunteers
- Staff and contractors
- Parents and guardians
- Event attendees
- Website users
- Supporters and subscribers
- Applicants for ESSU programmes and opportunities

By engaging with ESSU, attending our events, using our services or visiting our website, you acknowledge that your personal information may be processed in accordance with this Privacy Policy.

Who We Are

ESSU is the organisation responsible for determining the purposes and means of processing personal information collected through its activities, events, programmes and services.

For the purposes of data protection legislation, ESSU acts as the **Data Controller**.

ESSU is committed to handling all personal information fairly, lawfully, transparently and securely.

Our Privacy Principles

ESSU follows the principles established by UK GDPR.

Personal data will be:

- ☒ Processed lawfully, fairly and transparently.
 - ☒ Collected for specified and legitimate purposes.
 - ☒ Limited to what is necessary.
 - ☒ Accurate and kept up to date.
 - ☒ Retained only for as long as necessary.
 - ☒ Stored securely.
 - ☒ Processed with appropriate accountability and governance measures.
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Information We Collect

The information we collect depends upon your relationship with ESSU.

Personal Information

This may include:

Identity Information

- Full name
- Title
- Date of birth
- Gender
- Membership number
- Identification documents (where required)

Contact Information

- Postal address

- Email address
- Telephone number
- Emergency contact details

Membership Information

- Club, school, college or university affiliation
- Competition participation records
- Coaching qualifications
- Officiating qualifications
- Volunteer roles

Financial Information

- Payment details
- Transaction history
- Grant or funding information
- Membership payments

Technical Information

- IP address
- Device information
- Website usage data
- Login records
- Online account activity

Communications

- Emails
- Telephone conversations
- Enquiries
- Complaints
- Survey responses
- Feedback

Images and Media

- Photographs
- Video recordings
- Livestream footage
- Audio recordings

Where photographs and video are used for promotional purposes, additional consent may be sought where required.

Special Category Data

Certain information requires additional protection under data protection law.

ESSU may process:

- Health and medical information
- Disability information
- Dietary requirements
- Race or ethnic origin
- Religious or philosophical beliefs
- Information relating to safeguarding matters
- Information concerning sexual orientation where relevant and lawful

This information will only be processed where:

- Explicit consent has been provided;
 - Processing is required to protect vital interests;
 - Processing is necessary for safeguarding purposes;
 - Processing is required for legal obligations;
 - Processing is necessary for the establishment, exercise or defence of legal claims; or
 - Processing is otherwise permitted by law.
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Criminal Records Information

Where required by safeguarding legislation, regulatory requirements or the nature of a role, ESSU may process information relating to:

- DBS checks
- Criminal convictions
- Criminal offences
- Safeguarding barring information

Such processing will only occur where there is a lawful basis and an appropriate policy framework in place.

How We Collect Information

ESSU may collect information directly from you when you:

- Join ESSU.
- Register for an event.
- Complete a form.
- Purchase products or services.
- Attend competitions or training.
- Apply for a programme or funding opportunity.
- Contact us by phone, email, website or social media.
- Subscribe to communications or newsletters.

We may also receive information from:

- Clubs
- Schools, colleges and universities
- National Governing Bodies
- Competition organisers
- Coaches and officials
- Parents or guardians
- Safeguarding or regulatory bodies
- Publicly available sources where appropriate

Why We Use Your Information

ESSU processes personal information to support the effective delivery of our activities and services.

Membership Administration

- Managing memberships
- Membership renewals
- Eligibility verification
- Administration of member services

Events and Competitions

- Registration and entry
- Participation management
- Results administration
- Event safety and welfare

Athlete Development

- Performance pathway programmes
- Talent identification
- Training activities
- Performance monitoring

Coaching and Officiating

- Accreditation management
- Qualification tracking
- Continuing professional development

Communications

- Responding to enquiries
- Delivering newsletters
- Providing updates
- Issuing event information

Safeguarding and Welfare

- Managing concerns and incidents
- Protecting children and adults at risk
- Meeting statutory obligations

Governance and Compliance

- Complaints handling
- Disciplinary procedures
- Risk management
- Legal and regulatory compliance

Financial Administration

- Processing payments

- Managing grants and funding
- Accounting and auditing

Promotion of Sport

- Photography and media coverage
- Reporting sporting achievements
- Website and social media publication

Research and Development

- Participation analysis
 - Diversity monitoring
 - Service improvement
 - Statistical reporting
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Lawful Bases for Processing

ESSU processes personal information under one or more of the following lawful bases:

Contractual Necessity

Where processing is required to fulfil a contract with you.

Examples:

- Membership administration
- Event registration
- Coaching programmes

Legal Obligation

Where ESSU is required by law to process information.

Examples:

- Safeguarding obligations
- Financial reporting
- Health and safety requirements

Legitimate Interests

Where processing supports the legitimate activities of ESSU and does not override individual rights.

Examples:

- Governance
- Event administration
- Member communications
- Organisational planning

Consent

Where explicit consent is required.

Examples:

- Certain marketing communications
- Some promotional photography
- Collection of specific sensitive data

You may withdraw consent at any time.

Marketing Communications

ESSU may contact you regarding:

- News and updates
- Events and competitions
- Training opportunities
- Membership services
- Surveys and consultations
- Promotions and partner offers

Marketing communications will only be sent where there is a lawful basis to do so. You may unsubscribe or amend your communication preferences at any time. Every electronic marketing communication will include an option to opt out.

Photography and Video

ESSU may capture photographs, video recordings and livestream content during events and activities.

These materials may be used for:

- Website content
- Social media
- Promotional materials
- Event reporting
- Historical records

Special care is taken when processing images of children and young people.

Photography and video activity will be managed in accordance with ESSU safeguarding procedures.

Sharing Your Information

ESSU only shares personal information where necessary and lawful.

Information may be shared with:

Sporting and Governing Bodies

- National Governing Bodies
- Competition organisers
- Event hosts
- Relevant sporting authorities

Service Providers

- Membership systems
- Payment processors
- IT support providers
- Website providers
- Event management platforms
- Communications providers

Professional Advisers

- Legal advisers
- Auditors
- Insurers

Statutory and Regulatory Bodies

- Police
- Local authorities
- Safeguarding agencies
- Courts and regulatory bodies

With Your Consent

Where you have explicitly authorised ESSU to do so.

ESSU does not sell personal information to third parties.

International Data Transfers

ESSU will primarily store and process personal information within the United Kingdom.

Where information is transferred outside the UK, ESSU will ensure appropriate safeguards are in place, including:

- Adequacy regulations;
 - International Data Transfer Agreements (IDTAs);
 - Standard Contractual Clauses; or
 - Other legally approved protection mechanisms.
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Data Security

ESSU is committed to protecting personal information.

Security measures may include:

- Secure servers

- Encryption
- Access controls
- Password protection
- Staff training
- Data access restrictions
- Secure disposal procedures

While no system can be guaranteed as completely secure, ESSU takes reasonable and proportionate steps to protect personal information from unauthorised access, loss, misuse or disclosure.

How Long We Keep Information

ESSU retains personal information only for as long as necessary.

In general:

- Membership records may be retained for up to 6 years after the end of your relationship with ESSU.
- Financial records are retained in accordance with legal and accounting requirements.
- Safeguarding records may be retained for significantly longer periods where legally required.
- Incident, complaint and disciplinary records may be retained in accordance with legal limitation periods and safeguarding guidance.

When information is no longer required, it will be securely deleted or anonymised.

Your Data Protection Rights

You have the right to:

Access

Request a copy of the personal information ESSU holds about you.

Rectification

Request correction of inaccurate or incomplete information.

Erasure

Request deletion of personal information where applicable.

Restriction

Request limitation of processing in certain circumstances.

Portability

Request transfer of certain data to another organisation.

Objection

Object to processing based on legitimate interests.

Withdraw Consent

Withdraw consent at any time where processing relies upon consent.

Complain

Raise concerns regarding the handling of your information.

These rights are subject to certain legal exemptions and limitations.

Making a Data Subject Request

Requests relating to personal information should be submitted to ESSU in writing.

Email: privacy@englandshooting.org.uk

ESSU will respond within the timescales required under applicable data protection legislation.

Proof of identity may be requested before personal information is released.

Children's Information

ESSU takes the privacy of children and young people seriously.

Where information relates to individuals under 18 years of age:

- Additional safeguards may apply.
- Parental or guardian consent may be required.
- Data will be processed in accordance with safeguarding legislation and best practice.

ESSU will always seek to balance participation opportunities with appropriate privacy protection.

Cookies and Website Technologies

ESSU websites may use cookies and similar technologies to:

- Improve functionality
- Monitor website performance
- Understand visitor behaviour
- Enhance user experience

Where required by law, consent will be obtained before non-essential cookies are used.

Artificial Intelligence (AI)

ESSU may utilise AI-supported technologies to assist with administrative, communication and operational functions.

Where AI tools are used:

- Human oversight will remain in place.
- Personal data will be protected appropriately.

- AI systems will not be relied upon for solely automated decision-making that significantly affects individuals unless lawful safeguards are present.
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Changes to This Policy

ESSU may update this Privacy Policy periodically to reflect:

- Changes in legislation
- Organisational developments
- New technology
- Regulatory guidance
- Operational requirements

The latest version will always be published on the ESSU website.

Contact Us

If you have questions about this Privacy Policy or wish to exercise your data protection rights, please contact:

ESSU Data Protection Lead

Email: privacy@englandshooting.org.uk

Complaints

If you are unhappy with the way ESSU has handled your personal information, we encourage you to contact us first so we can attempt to resolve the matter.

You also have the right to lodge a complaint with:

Information Commissioner's Office (ICO)

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