

# WEST LONDON SHOOTING SCHOOL'S PRIVACY POLICY

## *How we manage your personal information*

### PERSONAL INFORMATION

West London Shooting School retains information about its clients and members for security reasons due to the nature of our business. Just before partaking in any activities associated with West London Shooting School we will request certain personal details such as name, address and contact details. This information will be used to inform clients and members of courses, events and offers that are relevant to the individual when opting into our data communication services.

### HOW WE COLLECT DATA AND INFORMATION

When clients and members of West London Shooting School or partners actively opt in to our membership or communicate with us, by law we require certain information that is given voluntarily (For example by completion of our registration forms). This information requires direct action by the individual at the time in order for us to receive it. There is the option to opt in for future communications should members or clients wish to do so when giving this information. Our clients and members give implied consent to West London Shooting School by actively giving us their details when using our services. In doing so, they are allowing active communication from us on such matters as stated above. There will always be an option for any of our clients and members to opt out of any further communications.

### HOW LONG WE RETAIN THE INFORMATION FOR

West London Shooting School will need to retain information for security reasons that relate to the nature of our activities. We will only hold onto the information you provide if legally required, it is reasonably necessary to resolve disputes or if we have a legitimate interest, even after you are no longer associated with West London Shooting School. You are entitled to request that any of your data is deleted from our records at any time, we will seek consent from government authorities to do so.

### CONSENT

West London Shooting School will not contact any persons for whom we do not have consent to do so. We understand that you trust us with your personal information and we are committed to ensuring the security and privacy of your personal information. You are able to do any of the following:

- You can verify the details you have submitted to West London Shooting School by contacting our office at reception@shootingschool.co.uk
- You can contact us to change or correct any or all of your personal information. We may retain archived copies of your information as required by law or for legitimate business purposes (Including helping address fraud and spam)
- You can unsubscribe from receiving any emails from us by clicking the “unsubscribe” link at the bottom of any email. Once you do this, you will no longer receive any emails from us.
- You can request a readable copy of the personal data we hold on you at any time. To do this please contact us on Reception@shootingschool.co.uk

### USE OF INFORMATION & HOW THE LAW APPLIES

There are times when it is not practical or feasible for West London Shooting School to obtain or record consent; however this information will only be used or processed if there is a legitimate interest for us to do so and in doing so your interests and rights as an individual are not harmed.

### CHANGES TO YOUR DATA

From time to time West London Shooting School may need to contact those in its client and membership database to make sure that we have accurate details for you.

### DATA SHARING

West London Shooting School will not rent, swap or sell any personal information to other organisations. Information is only shared with direct partners, where the client or member has taken a course, lesson or event associated with them.

*Please note we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes.*