

# Alderbury Bowls Club

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## **GENERAL DATA PROTECTION POLICY - PRIVACY NOTICE FOR OUR MEMBERS**

We are committed to respecting your privacy in accordance with General Data Protection Regulations (May 2018). This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you are a member of our club. It explains how we comply with the law on data protection, what your rights are and for the purposes of data protection, describes who will be the controller of the personal information you have passed to us.

References to **we**, **our** or **us** in this privacy notice are to **Alderbury Bowls Club alone**.

Our contact details are set out in the **Contacting us** section at the end of this notice.

We have appointed a Data Protection Officer (currently Michael Leighfield) to oversee our compliance with data protection laws, but our Club Secretary has overall responsibility for data protection compliance in our club.

We will collect personal contact details on application for membership, and on an annual basis will seek consent for name, address and contact details to be used in specific and prescribed ways during any period of membership.

### **1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

Depending on the type of membership you have with us you will initially provide us with **personal information**, such as your:

- personal contact details that allows us to contact you directly such as name, title, home and email address and telephone numbers;
- phone details to be published in the annual fixture list;
- date of birth of Junior members under the age of 18;
- membership start date, and end date where applicable; and,
- payment details necessary to the club Treasurer, so that we can record financial transactions with you.

We may also ask you for permission to use

- images of you in photographic form for club records or promotional purposes;
- details of any county membership or membership of any other club;
- details of emergency contacts if offered;
- records of any player rankings, grading or ratings, competition results, details regarding club and county matches attended and performance ratings where appropriate; and,
- any disciplinary and grievance information;

### **2. SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use more sensitive personal information regarding you if it becomes necessary, on the basis that it is necessary for the establishment, exercise or defence of legal claims and it is based on your explicit consent.

In line with government guidelines we may also collect criminal records information about you in the event of you taking up any position which involves contact with vulnerable people, or in the case of legal action taken against the club.

### 3. **HOW WE COLLECT YOUR INFORMATION**

We typically collect personal information when you apply to become a member of the club, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are providing us with details of family members and emergency contacts, they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with them.

There is a requirement for you to provide us with your basic personal information and contact details in order to admit you as a member. It allows us to properly perform the club's function and complies with legal obligations.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the **Contacting us** section below.

Withdrawing consent may also have the same effect as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

### 4. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share information with the following parties:

- any party approved by you;
- to Bowls England or Bowls Wiltshire governing bodies: to allow them to properly administer the sports on a local, regional and national level;
- the Government: where we are required to do so by law or to assist with their investigations or initiatives;
- police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.
- For the purposes of statistics, the information given in the circumstances above would be anonymised.

### 5. **FOR HOW LONG DO WE KEEP PERSONAL INFORMATION?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis. For example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 1 year after your last contact with us or the end of your membership. Exceptions to this rule are:

- details regarding unsuccessful membership applicants where we hold records for a period of not more than 6 months;
- information that may be relevant to personal injury or discrimination claims which may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we as a club hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can update the personal information we hold about you by contacting the Club Secretary. Alternatively, you can contact us by using the details set out in the **Contacting us** section below.

The club ensures that personal data is stored securely using modern software that is kept up to date. Access to personal data is limited to club officers who need that access, and appropriate security is in place. The system is password protected and backed up.

In the event of a breach of security, the club will inform members, assess the risk to their rights and freedoms, and if necessary will report to the Information Commissioner's Office within 72 hours.

## 6. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you; and
- the right to request the correction of inaccurate personal information we hold about you.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at :<https://ico.org.uk/for-the-public/>

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the **Contacting us** section below.

## 7. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

## 8. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email [alderburybowlsclub@gmail.com](mailto:alderburybowlsclub@gmail.com) or write to us at Alderbury Bowls Club, Rectory Road, Alderbury, SP5 3AD

Version dated 30th August 2018

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