

# Kingsland Bowling Club

## PRIVACY POLICY

### INTRODUCTION

The Policy refers to personal information (data) held by the Club, its security and application. It complies with the **General Data Protection Regulations (GDPR)**. Although GDPR rules were initially drafted and passed by the European Union, there is now UK GDPR which mirrors the EU version. These were converted into UK law on the 1st January 2021.

GDPR defines the persons involved, the data collected by the Club, how it is stored and used internally and externally, and members' rights over their data. The Club uses this data solely for its effective running. It does not share the data with anyone without an individual's consent except Bowls Herefordshire (BH) and Bowls England (BE) for affiliation purposes.

**The Data Controller** – is responsible for the implementation and review of this Policy. For the purposes of the GDPR, the Club's Executive Committee acts as the Data Controller with the Club Chairperson fulfilling the role of **Data Protection Officer**. Any concerns relating to data protection should be addressed, in the first instance, to the Club Chairperson.

**The Data Processor** - is the Club Secretary who will maintain the Club Membership Database. The Secretary is responsible for the collection of the data, its security including permission for the data to be held, used, and shared and updating of the same.

### **Data Collection**

|                       |   |
|-----------------------|---|
| <b>Name</b>           | Necessary for legal, insurance and licensing purposes as well as who is permitted to be on Club premises.             |
| <b>Address</b>        | Required so that club information can be sent to members, not all of whom have an e-mail address.                     |
| <b>Phone Number</b>   | Landline and mobile numbers used for contact purposes, competitions, handbooks, social events etc.                    |
| <b>E-mail Address</b> | A prime means of communication between members relating to matches, teams, events, liaison lists and general matters. |

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|------------------------|--|
| <b>Age</b>             | Club subscriptions will vary according to age (Adult & Junior) and membership category (Full & Social). Used also in surveys (names not identified) conducted by the Club, and relevant bowling organisations. |
| <b>Gender</b>          | Some competitions are gender specific. Also, used for reference in surveys as above.   |
| <b>Date of Joining</b> | To enable longer-serving members to be identified and recognised as appropriate.   |

**Note: Kingsland Bowling Club does not collect or hold any ‘sensitive data’ of members e.g. health issues but see below in ‘Data Shared Outside the Club’ for disability data use**

#### DATA COLLECTION AND REVIEW

Data is collected by the Club Secretary when a member first joins the Club from a Membership Application Form. The accuracy of the personal information will be reviewed annually when a Member renews their membership. To ensure the security of the data held, the Club requires that access to the specific computer is password protected.

#### DATA SHARED OUTSIDE THE CLUB

Bowls England and Bowls Herefordshire publish via handbooks, websites etc., contact information for various club positions, including Club Secretary, Fixture Secretary, Ladies and Mens County Representatives. The holders of these posts will be required to confirm their agreement to sharing and publication of this data. In addition, due to the Club’s affiliation to Bowls England, we are often asked to provide information, for example on age, ethnicity and disability of our membership for inclusion in National Surveys. Please note that none of the data supplied will be attributed to any individual club member but only used generically. The Club will require that organisations do not further share the data or use it for any purpose except communications and publications referred to above. The Club will not release the data to any other organisations for marketing or other purposes.

Members may be asked to provide personal information on entry to County Competitions. This area is not a Club matter and is covered by Bowls Herefordshire Policy.

No data is shared by the Club Secretary except postal addresses, phone numbers and e mail to facilitate communication to and between members encompassing Club activities. The Club will not publish any personal data on its website except names, e mail addresses and telephone numbers of specified Committee members.

## RIGHTS TO PERSONAL DATA

All members have the right to be provided with a copy of their data held by the Club. Any request for this should be made in writing (e mail acceptable) to the Club Secretary. The Club must reply to any request within one month. There will be no charge for access to such data. The data held on a member will be deleted within one month of notice that the member has left or is not re-joining the Club.

## YOUNG PERSONS' DATA

Following Bowls England requirements regarding young persons, if any Club member is below 18 years of age, permission for the collection and use of their data will be sought from the parents/guardians of the young person.

## BREACHES OF DATA SECURITY

If, at any point, a breach of data security is suspected or identified, then that suspicion or fact must be reported immediately to the Club Chairperson, who will investigate, assess the risk, and table this at the first opportunity to the Executive Committee.

Where a breach is likely to result in a serious risk to the rights and freedoms of individuals (for instance involving health or financial issues), the Club Chairperson has 72 hours to report the incident to the **Information Commissioners Office (ICO)**.

The Club recognises that the requirements of GDPR apply as much to paper files and records as it does to electronic/digital ones. As security issues are much more problematic for paper records, the Club will seek to reduce the use of hard copy files to the minimum possible.

## CONSENT

On joining the Club, members will be informed of this Policy and asked to confirm in writing that they have read and accepted it (see attached Appendix). Contact and communication will be restricted to matters relating to Bowls England and Bowls Herefordshire, club meetings, minutes and events, match selection etc. In addition, they will be asked to consent to the publication of their name, phone number and e mail address (where relevant) for Club matters.

## NOTICES, AMENDMENTS AND UPDATES

This Policy may be changed or amended at any time at the sole discretion of the Club. If changes are made, a revised Policy will be issued displaying the effective date.

## REVIEWS

Members are requested to review their own personal information held when renewing their annual subscription and advise the Club of any changes in writing.

**September 2022**

Next Review Date: **September 2024**

## APPENDIX

### KINGSLAND BOWLING CLUB

#### PRIVACY POLICY CONSENT FORM

I confirm that I have read and understood the Privacy Policy, and its requirements, and consent to the Club retaining and sharing my personal data as specified below.

Please tick the relevant box to indicate your acceptance:

- I consent to the Club contacting me by e mail (if held)
- I consent to the Club contacting me by phone (including SMS)
- I consent to the Club contacting me by post
- The Club may publish my name, address, phone number and e mail (if held)
- I consent to the collection of my ethnicity data
- I consent to the collection of my disability data (where relevant)
- I consent for my photograph to be taken when involved in Club activities and published on the Club's website
- I consent for my photograph to be published on social media including Facebook

I acknowledge that I may withdraw this consent at any time or decline to provide personal information.

**Full Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of Review/Update:** \_\_\_\_\_