

Holland on Sea (York Road) Bowls Club

Madeira Road, Holland on Sea CO15 5NF

GENERAL DATA PROTECTION REGULATION (GDPR)

Being transparent and providing accessible information to individuals about how we use members' personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR).

The Data Controller for the purposes of the GDPR will be the Club through the Executive Committee. They will be responsible for the implementation and review of this policy.

Given the nature of the data held and the Club size, the appointment of a Data Protection Officer is not seen as required; Any concerns relating to data protection should be addressed to the Club General Secretary.

The data processor will be the Club Membership Secretary, who will hold the club membership database. The Membership Secretary will be responsible for the collection of the data, its security, ensuring that permission for the data to be held, used, and shared as described is given, and updating of Club records including deletion where required.

This policy sets out how Holland on Sea (York Road) Bowls Club (the Club) will collect and store personal information about the Club's members and others, and the use to which that information will be used.

No other information shall be collected and stored by the Club nor shall any information held about members or others be used for any purpose other than that described herein.

We typically collect personal information about our members when they apply to become a member of the Club, when anyone makes a query and/or when they correspond with us by phone, email or in some other way.

Upon joining the Club, prospective new members will be asked to sign an application form that contains the following statement:

We store and use this data for the purposes of contacting you and, apart from your telephone numbers and e mail address which we share with all other members, we do not share this information with any other party other than Bowls England and the Associations to which the Club is affiliated. Application for membership will constitute your agreement to our storing of your personal details.

The membership application form asks that members confirm that any photos taken whilst attending bowling or other activities at the Club may be used within the Club or for external promotion of the Club.

At each membership renewal date, each member should be asked to sign a consent form confirming their consent to the Club using their data as described.

The club shall collect and store the following personal information about its members:

- ✓ Name and Surname
- ✓ Gender
- ✓ Address
- ✓ Landline telephone number
- ✓ Mobile telephone number
- ✓ Email address
- ✓ Category of membership

The club shall not collect or store any other information about its members.

This information shall not be shared with any other person or organisation unless specifically required by law.

We have a legal obligation and a legitimate interest to provide Members of the Club with a safe environment in which to participate. To comply with health and safety requirements, we have records of attendance and CCTV footage.

The club may also collect and store personal information from individuals who are not members of the Club but with whom the Club is in contact regarding specific events or functions. Such information shall include information that is relevant to the event and is necessary for the proper organisation of the event.

Storage of personal information

The information held by the club in respect of its members shall be held by the Membership Secretary.

This information shall be held in a computer file that is password protected and to which only the Membership Secretary and The Club General Secretary for the time being have access. An individual's information shall be held in the computer file for as long as the individual remains a member of the Club. It shall continue to be held for 6 months after the individual has ceased to be a member in order that any outstanding issues in respect of that individual's membership can be resolved. All information concerning a member shall be deleted from the computer file not later than 12 months after they cease to be a member.

The information held electronically may be shared from time to time with the following officers of the Club. They shall request the information they need from the Membership Secretary or the General Secretary, stating the reason they need the information.

- Men's Captain
- Ladies Captain
- Competition Secretary
- Match Secretary
- Treasurer
- Welfare Officer
- Safeguarding Officer

The officers referred to above shall not keep hard copies or electronic copies of the information for longer than necessary for the use for which it was provided, and prior to its use they shall ensure that the information is accurate and up to date.

Hard copies of applications for membership shall be retained for as long as an individual remains a member of the Club. It shall be destroyed within 6 months after the end of the period to which they refer.

The information held in respect of non-members collected in respect of specific events shall be kept either electronically or hard copy by the organiser of the event and made available to those individuals who have need of it. Such information may be held for as long as is necessary for the proper organisation of the event after which time it shall be destroyed.

Use of Personal Information

- We will send circular e mails by blind copy (bcc) to members. For members without an email address the information will be supplied to them via hard copy.
- The personal information held by the Club about its members shall be used only for the following purposes:
- Maintaining a record of current club membership and the relevant category of membership.
- Contact with members concerning their membership of the Club.
- Registering members with the appropriate sport's governing body, Bowls England and the county associations.
- Keeping members informed of news about events organised by the Club, Bowls England and the associations to which the club is affiliated.
- Selection for matches and competitions organised by the Club.
- Requesting assistance with tasks required to be carried out for the Club.
- The personal information of members shall not be used for any marketing or commercial purposes.

The names and telephone contact numbers for each member will be made available to all other members for the purposes of enabling members to contact each other. Members shall not pass the contact details for any other member to any person or organisation outside of the Club for any reason whatsoever without the express consent of the member whose details are passed on.

Individual's Rights

The GDPR includes the following rights, amongst others, for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to object

Subject access requests

All members are entitled at any time to request a copy of the personal information that the Club holds about them.

All such requests must be complied within one month from the date of the request. Such requests should be dealt with by the Membership Secretary. No request may be refused.

Lawful basis for processing personal data

The basis on which we hold, and process member's personal data is a legitimate interest and their explicit consent upon joining and upon renewal of membership each year.

Cookie Policy

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We only use harmless cookies that are essential for the website to function correctly. We do not use cookies to track you or personally identify you.

By using and browsing our website, you consent to cookies being used in accordance with our policy. If you do not consent, you must turn off cookies or refrain from using the site. Turning cookies off may result in a loss of functionality when using any website.

