



Nunthorpe Bowling Club

General Data Protection Regulation

1. Introduction

- (a) The General Data Protection Regulation (GDPR), effective from May 25 2018, addresses the storage and use of "Personal Data". That is, any information held in electronic or paper format by an organisation/ business relating to a person.
- (b) GDPR is designed to strengthen existing data protection laws for all individuals who reside in the EU. The Government has confirmed that the UK's decision to leave the EU will not affect the commencement of GDPR.
- (c) Nunthorpe Bowling Club (the "Club") holds limited Personal data on its Members to facilitate the playing of bowls, organising of Club social events and for the management of the Club, and is subject to GDPR.

2. Personal Data Management and Protection

- (a) The Club holds the following information on its Members :
Name, address, telephone number(s), gender, membership type and email address, and photographs of the Club's Committee and Trustees.
- (b) The master copy of the data is held electronically by the Secretary on a personal computer, ie not on a computer network or in the "Cloud", and is regularly backed-up.
- (c) Members are asked for permission to hold their data as part of annual registration.
- (d) Following registration, the master copy of the data will be reviewed and updated. Members will be asked to delete any electronic and paper copies they hold from previous years and a new member list will be available.
- (e) The data for any Member leaving the Club will be deleted promptly from the master copy.
- (f) The Club's web site does not contain Personal Data.
- (g) Circular/ bulk emails will be sent to Members by blind copy ("bcc").
- (h) Members' information will not be shared with any third party.
- (i) The Club Secretary will act as the "Controller" of Club Members' Personal Data.

3. Members' Rights

A Member has the right:

- (a) to access their personal data,
- (b) to be provided with information about how their personal data is being used,
- (c) to have their personal data corrected or removed,
- (d) to take any complaint about how their personal data is being used to the Information Commissioner

Revision & Review			
Date	Version	Action	Who
May 2018	V1-2	First published version	LWR
Jan 2021	V1-5	Review and update	LWR