

# BILTON BOWLING CLUB

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## General Data Protection Regulation – Privacy Policy

The GDPR became enforceable from 25<sup>th</sup> May 2018. It replaces the Data Protection Act 1998 and covers the storage and use of 'Personal Data'. Bilton Bowling Club has not in the past maintained a formal Data Protection policy but has acted in line with that Act and protected its members' data. This document is therefore a formal documentation of the Club policy.

***Personal data is defined as any piece of personal information that can be used to identify an individual, either directly or indirectly.***

This includes information such as an individual's:

- Name
- Telephone Numbers – Home / Mobile
- E-mail address
- Date of birth
- Health information
- Location data – home address

### Introduction

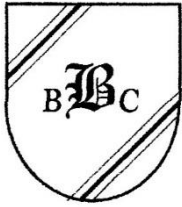
Bilton Bowling Club recognises its responsibilities under GDPR and the following document represents a formal documentation of our data protection policies.

Bilton Bowling Club may hold the following data about its members:

- Name
- Home Address
- E-mail Address
- Phone Numbers (Home and Mobile)
- Disabilities affecting ability to play bowls

### Policy Statements:

- a) Data, as described above, on all members will only be held by the following Officials of the Club from time to time:  
Membership Secretaries, Team Captains and the Management Committee & Section Secretaries.
- b) Data will only be used for the purpose of running the bowling club and its teams.
- c) Data will not be shared with any external third parties nor made public, except in the following exceptions
  - i. The club will display names and phone numbers within the clubhouse for the purpose of members contacting each other to arrange matches.



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- ii. The club issues an annual fixture list which will contain a list of Section Committee Members including phone numbers. Any committee member not wishing to appear in the fixture list must make this clear at the club AGM held annually in February.
  - iii. The club web-site will display the names, phone numbers and position of designated Club Officials – this is to enable external parties to make contact with the club. Specific agreement will be sought from those club officials.
  - iv. Details may be passed to external governing bodies (Bowls England, Warwickshire County Bowls Association and Ruby Bowls Association) for the purpose of running the club and the clubs involvement in County and National competitions. Specific agreement will be sought from those club officials.
- d) E-Mail Communication-: When communicating by E-Mail members will be Bcc'd to ensure that personal details are kept confidential. The exception to this will be messages between Committee members with details of meetings etc. those joining a committee will be deemed to accept this exception.
- e) Data held for former members will be retained on record for up to 13 months after non-renewal of annual membership, usually determined by the next annual renewal date (March).
- f) Annually, at renewal of membership in March via a Renewal Application Form, members will be asked to review and update information held by the club. Requests to review current information and /or make any amendments should be made to the Section Membership Secretaries.

We are sending you this message as it is best practice to keep you fully informed, but it is for your information only – **you do not need to do anything as a result of receiving this message.** T