

DATA PRIVACY NOTICE

Poppleton Bowls Club

1. Who are we?

Poppleton Bowls Club (PBC) York is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR). Your personal Data is obtained when you join as a member of PBC and when you renew your membership each year. The only Data collected will be your Name, Address, Email Telephone Numbers from Membership Renewals and Photographs, Videos taken at any PBC event.

3. How do we process your personal data?

PBC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To fundraise and promote the interests of the Club.

- To maintain our own accounts and your records (including the membership applications)

- To inform you of news, events and activities at PBC.

- To share your contact details with PBC Committee Members so they can carry out their duties

- To provide other Bowls organisations in the York district when you register to play in their Leagues.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.

- Processing is necessary for carrying out the running of PBC membership renewals.

5. Sharing your personal data.

All your personal data will be treated as strictly confidential and will only be shared with other members of PBC other PBC members so they can contact you for Internal Matches and registering you in other Bowls Leagues in the York area . We will only share your data with third parties outside of PBC with your consent.

6. How long do we keep your personal data¹?

We keep Data only while you are a current PBC member and if you leave PBC at any time all Data relating to you will be deleted from all files.

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7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which PBC holds about you.
- The right to request that the PBC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PBC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Security of Data

Your Data from Memberships and Renewals is transferred to the Committee Members computers who need your information to carry out their duties.

The Committee members will Password any Data obtained and their Computers will be protected by Firewalls and Virus Protection.

Data entered on PBC website www.poppletonbowlsclub.co.uk is hosted by Hugofox webserver, their statement of compliance is set out below

HugoFox and GDPR Data protection is a priority issue at HugoFox. We welcome GDPR as an opportunity for all businesses and organisations that obtain, analyse or process individual data to implement and follow a standardised, consistent and improved approach to data protection. In preparation, HugoFox is undertaking a full audit of our systems, processes and products to ensure compliance with GDPR.

Examples of HugoFox compliance

- Our account sign-up and login services are completed through an HTTPS/SSL secure server, and passwords use cryptography has functions to protect your information.
- Our websites and services are hosted by Microsoft Azure, a global leader in secure hosting solutions
- The payment processing services we use (GoCardless and Sage Pay) are fully Payment Card Industry Data Security Standards PCI DSS) compliant.
- Our technical development team use the latest standards, tools and platforms to ensure that HugoFox is kept at the forefront of information and data security. For more information about HugoFox and GDPR, please contact team@hugofox.com

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PBC Secretary at susan.crome@hotmail.com or the Treasurer at royalponty@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.