

## **Hayes Bowls Club Privacy Policy**

Hayes Bowls Club hereafter called the *Club* treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

### **WHAT PERSONAL INFORMATION DO WE COLLECT?**

When you express an interest in becoming a member of the Club you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Date of birth
- Car details
- Payment types
- Next of kin information
- Gender
- Ethnicity
- Medical Conditions
- Health Condition

### **HOW DO WE COLLECT THIS PERSONAL INFORMATION?**

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes; we will also request that you provide consent for us to store and use your data. Your consent is required to ensure our compliance with data protection legislation.

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes; we will also request that you provide consent for us to store and use your data. Your consent is required to ensure our compliance with data protection legislation.

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use your personal information:

- To provide our Hayes Bowls Club activities and services to you.
- For administration, planning and management of our Bowls Club.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our Club activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of Hayes Bowls Club activities

### **WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

We may disclose information about you, including your personal information:

- Internally - to Board members, Committee members, Team Captains, and members – as required to facilitate your participation in our Hayes Bowls Club activities.
- Externally –With your consent for products or services such as Newsletters, Facebook, Website and League Associations, Middlesex County Associations and National Governing Bodies as applicable.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the Hayes Bowls Club, we will seek your permission and inform you as to whom the information will be shared with and for what purpose.

## **DATA PROTECTION HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?**

We need to keep your information so that we can provide our services to you. In most instances information about your membership will be stored for as long as you are a member. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

## **HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED**

To ensure the information we hold is accurate and up to date, members need to inform the Club as to any changes to their personal information. You can do this by contacting the Membership Secretary at any time. On an annual basis you will have the opportunity to update your information via the membership renewal form. Should you wish to view the information that the Club holds about you, you can make this request by contacting the Membership Secretary. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise, we will usually respond within 14 days of the request being made.

## **HOW DO WE STORE YOUR PERSONAL INFORMATION?**

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Your membership information is held on a database/spreadsheet system and accessed by Board members, Committee Members and Team Captains, as appropriate.

## **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available to see in the Club House. This policy may change from time to time. If we make any material changes, we will make members aware of this via the newsletter and the monthly members' meetings.

## **CONTACT**

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us.

Policy Review Date **2026**