STUDLEY Entaco Bowls Club - Data protection policy Form

General Data Protection Regulations (GDPR) 2018

Personal Information

Personal Information taken directly from the Members Joining Form is stored and used by Studley Entaco Bowls Club as follows:

Stored:- The original paper Members Joining Form is kept by the Club Secretary and stored away from the club.
Use:- Information from this form is used to compile membership name, telephone, postal and email lists.

A telephone list (member & telephone number) will be compiled and distributed to Studley Entaco Bowls Club committee members, Club and League Captains and Vice Captains, as requested by them, to carry out their respective club duties.

Requests for member to member telephone numbers will only be given out with prior approval of the person being phoned.

Emergency Contact information will be kept on a separate list and made available to Club and League Captains and Vice Captains. A copy will also be available in the clubhouse.

Email addresses are stored by the Club Secretary on a home PC with password access and up to date anti virus software. Email addresses are stored and used in two groups for easy distribution of emails. These groups are 'All Entaco Members' and 'Committee Members'.
As of April 2018 all emails sent from the Club Secretary will be by 'Blind Carbon Copy' (BCC). This ensures that members email addresses are not shared across the membership.

Postal addresses will be kept by the Club Secretary in paper and/or electronic form. These addresses will be used for the distribution of messages/information that cannot be easily sent by email or for those members not on email.

Personal information may be further passed to any of the Bowls Associations to which the Club is affiliated. Such information shall only be given when directly related to matches, competitions or events that an individual member has already agreed to take part in.
Affiliations currently are Warwickshire County Bowls Association (WCBA), Warwickshire Womens Bowls Association, (WWBA), South Warwickshire Bowls Association,(SWBA) South Warwickshire Ladies Bowls Association, (SWLBA), Warwickshire VP's (Men & women) and Bowls England (BE) (Men & Women).

Personal information shall not be passed to any third parties for any other reason without the express consent of members.

Members Contact information will no longer be stored on our website. (was kept under password protected members only section.)

Personal Information will be collected at the point of member application, updated at anytime upon member request and deleted once membership ceases.

Member requests to update or delete any Personal Information should be made to the Club Secretary.

I consent to my Personal Information being used as stated above:- Please circle YES...NO

Name: Signed: Date:

Photographs

From time to time Studley Entaco Bowls Club may want to add photographs and/or names of members to our website (www.entacobowlsclub.com) and/or facebook page @EntacoBC.
Photos/names will only be associated with club or affiliations matches or events.
Photographs/names of children will only be added with the express consent of the parent/guardian.

I consent to my photograph/name being used as stated above:- Please circle YES...NO

Name: Signed: Date: