



Broadstairs & St Peter's Bowls Club Privacy Notice

BACKGROUND

The GDPR (General Data Protection Regulation) became enforceable from 25th May 2018, with further minor amendments on 1 January 2021. It replaced the Data Protection Act 1998 and covers the storage and use of 'Personal Data'

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

This privacy notice tells you what to expect us to do with your personal information.

- Contact Details
- What Information we collect, use and why
- Lawful bases and data protection rights
- Where we get personal information from
- How we store the information and how long we keep it
- How to complain

Our Contact details

Post

Memorial Recreation Ground Lawn Road, Broadstairs, Kent, CT10 1AD

Telephone

01843861283

Email

Broadstairsbowl.secretary@outlook.com

What information we collect, use, and why

We collect or use the following personal information to comply with legal requirements:

- Name
- Contact information

We collect or use the following personal information for membership details and communication between members:

- Names and contact details
- Addresses
- Photographs or video recordings
- Payment details (including card or bank information for transfers and direct debits)

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exceptions which means you may not receive all the information you ask for.
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- Your right to erasure - You have the right to ask us to delete your personal information.
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information.
- Your right to object to processing - You have the right to object to the processing of your personal data.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

More information on your rights can be found on the Information Commissioner's Office website <https://ico.org.uk>.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **comply with legal requirements** are:

- Consent - we have permission from you after we gave you all the relevant information. All your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for **For membership details, Insurance purposes and communication to and between members** are:

- Consent - we have permission from you after we gave you all the relevant information. All your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All your data protection rights may apply, except the right to portability. Our legitimate interests are:
- The information is used for recording the contact details of members of the club and efficient communication between members. The communication is related to the general running of the club, social activities and events, newsletters, and games and competitions.

Where we get personal information from

- We only obtain personal information about you directly from you, and do not share it with any outside organisations, (with the exception of compliance with Safeguarding legislation).

Where the information is stored, what it is used for and how long we keep it

All your personal information is collected directly from you on a membership form.

Name and Address

The membership form asks for your name and address so that we have a record of your details for written communication purposes.

This information is stored on our membership records on the Club Computer. The only person with access to this computer is the Hon Secretary who is also our Data Coordinator, and the Assistant Secretary who is the Data Processor. The membership records are then amended on an annual basis, and any out-of-date information deleted. If during the year, you are no longer a member of the club, your records are deleted at the time.

Telephone

The membership form asks for your consent to publish your telephone number to other members of the club in our fixture's booklet. We retain the information until the following year.

Your telephone number is also stored on our membership records on the Club Computer. The only person with access to this computer is the Hon Secretary who is also our Data Coordinator, and the Assistant Secretary, who is the Data Processor. The membership records are then amended on an annual basis. If during the year, you are no longer a member of the club, your records are deleted at the time.

We may also use your mobile telephone number to create specific groups on mobile telephones and related apps for circulation of messages and information. Your permission to be included in a group will explicitly be obtained prior to your details being added. If during the year, if you are no longer a member of the club, your records are deleted at the time. You are also able to remove yourself from any circulation group.

Email

The membership form asks for your consent to use your email address to be included in group circulation lists for members.

This information is stored on our membership records on the Club Computer. The only people with access to this computer is the Hon Secretary who is also our Data Coordinator, and the Assistant Secretary, who is the Data Processor. The membership records are then amended on an annual basis, and any out-of-date information deleted. If during the year, you are no longer a member of the club, your records are deleted at the time.

The Hon Secretary/Asst secretary are the only people who can send out emails to the whole membership. **We will endeavor to only send emails to the group using the blind copy option (bcc), so that other members cannot see your email address.**

The membership form also asks how you would like to be communicated with if you do not consent to your email address being part of the circulation list.

Other smaller email groups, for example for Committee members, or Tournament Committee and Social Committee members will be used, but only after their consent to be included has been obtained. This will be amended as and when the Committee membership changes.

Membership form

The membership form will be collected from each member on an annual basis and retained by the Hon Secretary for a period of 1 year and will then be shredded as confidential waste.

Photos and Videos

When we take photos we will always ensure you are aware that the photo is being taken and will be able to decline. We will not take photos without your permission.

CCTV is in operation at our premises, and signs are displayed outside our premises to inform you of this.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

8 February 2025

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February 2027