



Wellesbourne BC Privacy Policy and GDPR

1. Introduction

- 1.1. This policy applies to personal information collected by Wellesbourne Bowls Club and sets out the principles governing our processing of that information, in the way we use, keep secure and disclose it under Data Protection Act and the General Data Protection Regulations (GDPR).
- 1.2. The personal information which is necessary for us to operate the Club membership includes: - first and last names, address, post code, telephone numbers, email address and membership of another affiliated club. Where relevant we collect information about coaching and umpiring qualifications and DBS clearances.
- 1.3. The Club has chosen to use Legitimate Interest as the basis for holding your personal data and has completed a voluntary Legitimate Interest Assessment, the outcomes of which are held by the Club Secretary.

2. How we collect this personal information

- 2.1. All the information collected is obtained directly from each member. This is usually at the point of application for or renewal of membership.
- 2.2. At the point personal information for membership is provided, consent for the Club to store and use the data will be requested.
- 2.3. Consent is required in order to ensure the Club's compliance with Data Protection legislation.

3. How we use your personal information

- 3.1. The Club will limit the collection and use of a member's personal information. The purposes for collecting the information are:
 - Maintaining a Wellesbourne Bowls Club database to facilitate administration and management.
 - Contacting members about fixtures and team selection i.e. requesting availability and informing who has been selected (unless a member has opted out of this contact).
 - **Enabling members to contact one another to support the operation of the Club. Every member will be sent a list of membership contact details. This information will be limited to name, email address and contact phone number taken from the Club database. A member will be able to opt out via the membership application/renewal form or by informing the Club Secretary.**
 - Communicating Club news and information about all upcoming events and the Club in general.
 - Contacting members about activities taking place at Club facilities, including requests for support.
 - Contacting members with information relating to membership and details of events and other matters which we think may be of interest to each member.
 - Communicating membership information to Warwickshire County Bowls Association and Bowls England. The Club is required to supply the names only of its members to both of these organisations to comply with the conditions of affiliation..

4. Timescale

- 4.1. We will store each member's information electronically and/or paper-based from the point of collection for as long as they are a member of the Club. After you cease to be a member your personal information will be retained for a period of up to 1 year before being deleted.

5. Security

- 5.1. We strive to protect the privacy and security of our database, and to maintain the reliability and accuracy of personal information. We will hold information collected by us on a password protected computer and in cloud-based storage including MS365 and Google Drive.
- 5.2. Although we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved, we take all reasonable steps to ensure security of all transmissions. You need to accept the inherent security implications of providing information and will not hold us responsible for any breach of security or disclosure of information unless we have been proved to be negligent.

6. With whom we share your information

- 6.1. The people who may have access to a member's personal information are: -
 - o The Club Committee.
 - o All Club members as previously described).
 - o Warwickshire County Bowling Association (as previously described)
 - o Bowls England (as previously described)
 - o Warwickshire County Bowling Association affiliated clubs in the case of Qualified Coaches and Umpires

7. Photographs

- 7.1. We may take photographs of members attending matches or other events and we may wish to use them for marketing or advertising purpose or publishing on the Club's website. We will only include details or names of any person in an image on our website or in printed publications for a good reason. For example, we may include the full name of a competition prize winner.

8. Information Access and Corrections

- 8.1. Members need to inform the Club Secretary of any changes in personal information.
- 8.2. You have right of access under the General Data Protection Regulations to information the Club holds about you.

9. Opt-out choice

- 9.1. Members have the right to withdraw at any time agreement to any of the individual consent options on the membership form by informing the Club Secretary.
- 9.2. Members have the right to withdraw consent to having any personal photos published by informing the Club Secretary.
- 9.3. These requests will be acted on as soon as possible and in any event within 3 months. There will be a longer period (up to 12 months) involved for withdrawal of your contact details from a printed document.

10. Data Breach Notification

- 10.1. All personal data breaches must be reported immediately to the Secretary. If that breach is likely to result in a risk to the rights and freedoms of data subjects, the Secretary will ensure that the Information Commissioner's Office is informed within 72 hours of becoming aware of it.

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk>.