

Cranleigh Bowling Club Privacy Notice

The Cranleigh Bowling Club (hereafter 'the Club') respects your right to privacy. As part of our commitment to protect your privacy, we have produced this notice to explain what personal data we hold and how we use it. We also want to make you aware of your rights under the General Data Protection Regulation (**GDPR**). Our aim is to be fair and transparent about how we use your personal data, in order to foster greater trust between the Club and yourself.

What personal data we hold and why

When you sign up as a member of the Club, you provide us with a GDPR Personal Information Sheet. The personal data will include your

- Name
- Postal Address
- Telephone Number
- Mobile Number
- Email Address
- Date of birth (if likely to enter age-related competitions)

This is predominately the only personal information we hold. We may ask for health information and/or Emergency Contact details which is classed as 'Special Category Data' and requires greater protection, because of its sensitive nature.

How do we collect this personal information?

All the information collected is obtained directly from you. The information will be collected via the completion of the GDPR Personal Information Sheet. At the point that you first provide your personal information we will also request that you provide consent for us to store and use your data via a tick box. This request will also be made on annual renewal. Your consent is required in order to ensure our compliance with data protection legislation.

How we use your personal data

The GDPR requires organisations to justify why they use your personal data, and specify which of the six 'Lawful Basis for Processing' they are assigning to each task.

Membership and Club management

- registering and administering your membership
- informing you of statutory items, such as AGM notices

The lawful basis for processing is Legal Obligation and Contract.

Matches and Competitions

- sharing contact details with club captains, vice-captains or team managers to help manage team selection for matches
- sharing contact details with other members via the Club fixture card

The lawful basis for processing is Legitimate Interests. You can ask for details not to be shared, but this would make it difficult for your inclusion in matches and competitions.

Social Activities

- sending information on Club events, such as social evenings
- sending information on Club news, such as members' successes

The lawful basis for processing is Consent. You will receive these communications automatically. You can choose to stop receiving these communications by informing the Club

Who we share your personal data with

You have joined as a playing member and we are required to forward your name and email to the Surrey governing bodies - Bowls Surrey, SCBA and SCWBA. This is to validate your affiliation to the respective associations and the National governing body - Bowls England. For further information of how your data is used by these organisations, please refer to their Privacy Notices.

If you enter a Surrey or National competition, we will also forward your telephone number and age if entered for an age related competition.

We do not share your personal data with any third party in or outside of the UK

How long we keep your personal data

We will hold onto your personal data for as long as you are a member of the Club. The data stored is reviewed annually. Old and incorrect data is deleted from the system and from any backups

How do we store your personal data

Your data is held by one or more of the following methods

- Entirely on a Paper Based filing system held by the Honorary Club Secretary
- On a database held by the Honorary Club Secretary and accessed by committee members as appropriate.

Special category data

We collect health data on medical conditions for your safety at the Club. This information is securely held, and is not available to the public. It is optional whether you provide these details.

Children (Under 18's)

All GDPR Personal Information Sheet must be countersigned by the parents and or legal guardians. We never disclose the child's details without the prior consent of the parents.

Your rights to control your personal data

The GDPR provides you with a number of rights over your personal data. At any time you can:

- request information about how the Club handles your personal data
- request your details to be updated or deleted
- restrict or object to the way your details are used, such as opting-out of the Club's communications

Availability and changes to this policy

A copy of the policy will be given to each member. This policy may change from time to time. If we make any material changes we will make members aware of this via email or at the annual AGM or any Extraordinary AGM's