

Suffield Park Bowls Club



General Data Protection Regulation (GDPR) PRIVACY POLICY

Introduction

This policy applies to personal information collected by Suffield Park Bowls Club (hereinafter referred to as the “Club”) and sets out the principles governing our processing of that information, in the way we use, keep secure and disclose it under the General Data Protection Regulations (2018). Your personal information that is necessary for us to operate your individual membership includes given and last names, address, post code, telephone and/or mobile numbers, email address and in some circumstances date of birth.

The Regulations cover the storage and use of Personal Data that is defined “as any piece of personal information that can be used to identify an individual, either directly or indirectly. This includes such information such as name, home address, home telephone number, mobile phone number, e-mail address & date of birth”.

The advice given is that GDPR states that Personal Data can be held, without the need for consent, if it is “adequate/relevant/non-excessive”. This means that if the Club reasonably considers the storage of Personal Data to be relevant and non-excessive, they can continue to hold it without the need for consent.

The intention of this Policy is to demonstrate how we endeavor to comply with the General Data Protection Regulations (2018).

Data Controllers

The Data Controllers for the Club are the Club Officers (President, Vice President, Secretary and Treasurer), Captains, Vice-Captains, Match Secretary and Bar Controller. The Club has not formally appointed a Data Protection Officer. The Data Controllers will undertake these duties.

How do we collect & use this personal information?

All the information collected is obtained directly from Club Officers and Club Members.

This is at the point the personal information is provided. We limit the collection and use of personal information to that which is adequate, relevant & non excessive and

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will process & use the information for use by Club Officers to enable the proper administration of the Club.

Details of the information held, where it is held, how it is held, who has access to it & with whom it is shared is available on request to the Secretary. If we make material changes to what we hold, use & share we will seek permission.

Timescale

We will store the information electronically and in paper-based form from the point of collection for as long as you are Club Member. After you cease to be a member the information will be retained for a period of 3 months before being deleted or destroyed.

Opt-out choice

You have the right to withdraw at any time your agreement to the use & sharing of the information provided by informing the Club Secretary in writing. If now or at any time in the future, you decide you do not wish to receive information from us then please inform the Secretary by email or letter. Withdrawal of consent will be acted upon within 3 months.

Security

We strive to protect the privacy and security of our records and to maintain the reliability and accuracy of personal information. We will hold information collected by us on Officers' computers and in other forms. 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 the security of all transmissions. You 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.

Photographs

We may take photographs of you attending matches or other events and we may wish to use them for publishing on our website or for publishing in printed media. We will only include details of 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 & the Competition in question).

Website

The Suffield Park Bowls Club website address is suffieldparkbowls.club. Please refer to the "Terms & Conditions" as shown on the website regarding its use.

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Information Access and Corrections

You need to inform the Secretary of any changes to your personal information and you have the right of access under the General Data Protection Regulations to the information we hold about you on our records.

Policy changes

This policy may change from time to time. If we make any major changes we will inform you by either email or by letter.

Policy adopted: 1st October 2018 Version 1 (01 Oct 2018)