

COLLINGHAM BOWLING CLUB PRIVACY POLICY AND NOTICE

References to we, our, **club** or us in this privacy policy and notice are references to Collingham Bowling Club.

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice explains how we comply with the UK General Data Protection Regulations and what your rights are. For the purposes of data protection we will be the controller of any of your personal information.

This notice applies to you if you are either:

1. an individual player/participant who has registered his/her interest in participating in the sport;
2. a committee member of Collingham Bowling Club;
3. a guest, a member of another club or a visitor that attends or visits Collingham Bowling Club and/or green (collectively known hereafter as a "Guest").

Who is responsible for ensuring compliance with the relevant laws and regulations?

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws, as we are not required to do so, but our Club Secretary, has overall responsibility for data protection compliance in our organisation.

Contact details are set out in the "Contacting us" section at the end of this privacy policy and notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When you complete and sign an application form to join us as a member you may provide us with or we may obtain personal information about you during your membership, such as information regarding your:

- personal contact details that allow us to contact you directly such as name, title, email addresses and telephone number(s);
- date of birth;
- where applicable, membership details with British Crown Green Bowling Association including membership number;
- dates that you will not be available to play.

A Guest would usually only provide details of their name.

For members who wish to play in league games such as the leagues included in BowlsNet.uk, we collect the following details using the software application provided by BowlsNet.uk:

- Members name and their British Crown Green Association registration number;
- Contact details of our key officials (including team captains and vice captains) that the league and / or other bowls clubs may need to communicate with for the purposes of administering league fixtures;
- Team sheets that include the names of participants (both members and Guests); and
- individual match results in respect of each league game played.

For some of our members we may have additional information such as details of their committee memberships.

We will also keep information relating to:

- payments received from members and Guests;
- records of attendance at events or competitions hosted by us;
- voice recordings of meetings;
- images in photographic and video form;
- winners of internal competitions;
- disciplinary matters and sanctions; and
- safeguarding certification and reports.

Do we collect any sensitive personal data?

We do not record any such data although members are encouraged to carry on their person family contact details and any relevant medical information that might be required in an emergency. We provide blank cards to capture this detail which is purely optional and controlled by each individual. We are not the data controller of this data.

2. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information directly from our members when they join the club.

Performance data in respect of bowls matches is collected from scorecards.

Voice recordings are collected from individual meetings e.g. Annual General Meeting, committee meetings, disciplinary hearings.

Images are collected from events held at or by the club.

Guest information can be collected from a number of sources:

- Scorecards provided by an opposition team captain;
- Individuals completing records or providing details of non-member participation in an event or social game of bowls;
- Individuals providing data as part of an accident or safeguarding report.

3. HOW YOUR DATA IS STORED

Data is mainly stored in digital form on computers or other devices e.g. cameras.

Voice recordings are held on a recording device.

Paper copies of various data will be held by committee members and some materials are also available within the clubhouse.

The names of competition winners are engraved on relevant trophies **and detailed on the club's website.**

4. USES MADE OF THE INFORMATION

We use personal data that is necessary for the purposes of administering a bowling club in accordance with our constitution and in compliance with the requirements of any league we participate in.

5. DIRECT MARKETING

From time to time, we may contact you by email, ~~or~~ post, **or other media** with information about events and/or fund raising activities you may wish to get involved in.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- Any party approved by you.
- To any members or league bodies for the sport covered by our clubs: to allow them to properly administer the sports on a local, regional and national level.
- The Government or our regulators: where we are required to do so by law or to assist with any investigations or initiatives they conduct.
- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

Who has access to your data?

There is no restriction of access to general data (including some personal data) held on our website www.collinghambowlingclub.co.uk; BowlsNet.uk and Just Go application (<https://www.bcgba.org.uk/justgo/>). Contact details held on BowlsNet.uk and Just Go are however restricted to the nominated officers of each participating club who are required to register and create their own password to gain access.

Members have access to certain data held on paper records and displayed in the clubhouse. The clubhouse is locked with all members having access by key. Guests will be able to view such data once the clubhouse is open.

Contact details for members are held within the clubhouse but are out of sight of Guests.

7. WHAT IS THE LEGAL BASIS FOR COLLECTING THIS DATA?

We collect personal data that is necessary for the purposes of our legitimate interests as a member organisation and participant in a nationally recognised competitive sport.

For some data, such as that relating to financial matters the basis for its collection and retention is to comply with our legal obligations.

How can you check what data we have about you?

If you want to see the data we hold about you, you should contact the Club Secretary.

8. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect may be transferred to and stored in countries outside of the UK and the European Union. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the UK.

9. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR AND WHY?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you.

Personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.

Voice recordings are only retained on a recording device until the relevant minutes of a meeting are formally approved.

Images collected on cameras are only retained on such devices until the relevant individuals captured have secured a copy, where they wish, of the image and/or they have given their approval for it to be displayed on the club's website and/or as a photo displayed in the club house.

We will normally keep members' data only whilst they continue to be a member of the club with the exception of:

- underlying statistical data, like scores and averages held on Bowlsnet UK which continues to be necessary in relation to the purpose for which it was originally collected and processed; and
- historical images displayed on the website or in the club house and competition winners detailed on trophies which are required for archiving purposes and would not normally be removed.

10. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information;
- the right to restrict processing of your personal information;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another person or body.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you do not provide us with, or subsequently require the erasure or restriction of, requested personal information we may not be able to admit or allow you to continue as a member of the club.

11. CHANGES TO THIS POLICY AND NOTICE

We may update this policy and notice from time to time. When we change this document we will update the version date at the bottom of this page and upload it to our website. For material changes to this policy and notice we will try to give you reasonable notice by email, post.

12. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email the Secretary or send a letter to the Secretary.