



Bishop's Stortford Bowling Club

Data Protection Policy

To comply with the Data Protection Act 2018 and General Data Protection Regulations, (GDPR), the following policy has been drawn up to govern the storage of personal data used to conduct the affairs of Bishop's Stortford Bowling Club, referred to as BSBC. In order to participate in Club activities all members of BSBC must agree to the operation of this policy.

The management committee (MC) of the club is the data controller in respect of all Club-held Personal Information, meaning that the MC decides how it is processed and for what purposes.

Club-held Personal Information will be held and processed in accordance with the BSBC privacy policy, as further set out below, and with all the requirements of applicable law, including the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This means, for example, that Club-held Personal Information will be kept confidential, we will seek to keep it up to date, we will not collect data unnecessarily and we will delete it once it is no longer needed.

Personal Information held

Personal information may be held in a number of forms:

1. Membership records including contact details (to include any or all of postal address, email address and telephone numbers) plus any health information volunteered by members;
2. Financial records including membership payments and competition payments;
3. Playing records of playing members, including competition entries and results;
4. Photographs taken of playing members
5. The Club Treasurer holds certain financial and other administrative details about those to whom payments are made out of Club funds (fees for services provided, reimbursement of expenses etc.).

Sharing of Personal Information

1. To promote the functioning of the club all members will allow their phone numbers to be shared with other members of BSBC.
2. To promote the functioning of the club all members will allow their full contact details to be shared with the Management Committee of BSBC.
3. All playing members of BSBC will allow their names to be submitted to Hertfordshire Bowls and Bowls England for purposes of registration.
4. To facilitate the operation of any competition that a playing member might enter, they will allow their contact details to be shared with District, County and National Bowls organisations as appropriate.
5. Specific consent will be obtained where Images for members are to be used to record achievements and competition events or for promotion and publicity purposes for the Club.

6. No personal data will be shared by the Club on social media without the express consent of the member/s whose data it is proposed to share.

Storage of Personal information :

1. Storage may be within a computer or in hand written records.
2. All items recorded on computers will be protected by at least one commercially produced firewall product and will be held securely within password protected files.
3. All hand written records will be stored in a lockable storage cabinet

The personal information stored to conduct the affairs of Bishop's Stortford Bowling Club will not be disclosed or passed to any third parties except where specified above.

Transfers of Club-held Personal Information

Where any Club-held Personal Information, of the kind described above, is held in Google-provided or Microsoft-provided systems (such as Gmail, Hotmail, Outlook, Office365 etc.), then this may involve the transfer of such information to servers in the USA. Google and Microsoft are both certified under the 'Privacy Shield' arrangements which provide protection for such transfers.

CCTV

The Club operates a CCTV system in the main Club building and car park which is used for the prevention and detection of crime.

In the unlikely event that members feel that the policy above has not been followed all members have the right to the following:

Unless subject to an exemption under the GDPR, you have the following rights with respect to any Club-held Personal Information about you: -

1. The right to request a copy of whatever Club-held Personal Information the Club holds about you;
2. The right to request that the Club corrects any Club-held Personal Information if it is found to be inaccurate or out of date;
3. The right to request that your Club-held Personal Information is erased where it is no longer necessary for the Club to retain such data;
4. The right, where the legal basis of the Club processing your Club-held Personal Information is that you have given your consent to the processing, to withdraw your consent to such processing at any time;
5. The right, where there is a dispute in relation to the accuracy or processing of your Club-held Personal Information, to request that a restriction is placed on further processing;
6. The right to object to the processing of your Club-held Personal Information (where applicable);
7. The right to lodge a complaint with the Information Commissioners Office.

Contact Details

The Club may be contacted via Club secretary (rickhelm@btinternet.com) or by post: Bishops Stortford Bowling club, Bowling Lane, Off Beldhams lane CM23 5 FE

Complaints

If you think there is a problem in the way that the Club is dealing with your Club-held Personal Information, then you may raise this with the management committee or with the Club secretary, but if you are still not satisfied then you have the right to complain to the Information Commissioners Office (ICO). You can contact the ICO on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Changing this Policy

This Policy may be changed from time to time to keep it up to date and compliant with the law. If we make any significant changes, we will publicise these changes on the Club website.