

# **BISHOPTHORPE BOWLING CLUB**

## **Data Protection Policy (GDPR)**

### **Introduction**

Bishopthorpe Bowling Club (BBC) is an applicable organisation under the General Data Protection Regulations (2018). This Policy applies to Personal Information collected by BBC, and sets out the principles governing our processing of that information and the way we use, keep secure and disclose it.

By providing Personal Information about yourself to BBC, for instance on a membership application or renewal form, you agree to our processing, storing and using that information for the purpose of keeping in touch with you about Club matters. We will ask for your agreement to keep personal information on an annual basis at the time of membership renewal. For new members, the request is included on the application form.

### **Use of Personal Information**

We do not collect unnecessary personal information. Your Personal Information will be used for purposes including the following:

- To forward to Bowls England, our national governing body, for inclusion in their Membership Scheme.
- Maintaining our membership database, to facilitate Club administration.
- Contacting you with information relating to your membership, including details of events and other matters which we think may be of interest to you.
- Communicating information to team captains and other members of the club.
- Communicating contact information to secretaries and team captains of other clubs for the purpose of arranging matches.

We will not reveal any of your information to any other external organisation unless we have previously informed you that this will happen, and we have obtained your authority to do so.

### **Stored Data**

We will store your personal information in a secure data system, and paper-based form, from the point of collection for as long as you are a member of the Club. After you cease to be a member, your personal information will be destroyed within 4 weeks of you leaving.

### **Opt-out choice**

You have the right to withdraw your agreement at any time by writing to the Club Secretary. If now or at any time in the future you decide that you do not wish to receive information from us, please inform the Secretary by email or by letter. Your instructions will be acted on within 4 weeks.

### **Security**

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 computer and in other forms. Although we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved (as email), we take all reasonable steps to prevent this from happening. 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.

### **Information Access and Corrections**

You have a right of access under the General Data Protection Regulations to the information we hold about you on our records. The accuracy of personal information depends on the information you provide to us, so please let the Secretary know immediately any of your details change.

The people and organisations to which we may disclose your personal information are:

- The appointed Committee Members of BBC.
- Other BBC members.
- Other clubs playing in the same leagues as BBC for the purpose of arranging matches.
- Bowls England for the purposes of their Membership Scheme.

### **Photographs**

We may take photographs of you attending matches or other events, which we may want to publish on our website ([www.bishopthorpe-bc.co.uk](http://www.bishopthorpe-bc.co.uk)). You should make it known if you do not wish to have your photograph taken. We will not use the images taken for any other purpose.

### **Privacy Policy Changes**

Although most changes are likely to be minor, Bishopthorpe Bowling Club may change its Privacy Policy from time to time. Should this happen, members will be advised of the changes by e-mail or letter.

Updated April 2021 – Sue Prime (Secretary).