



# SPRING PARK SHIRLEY BOWLING CLUB

## General Data Protection Policy

The Spring Park Shirley Bowling Club (hereafter 'the Club') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

### WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of the Club you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Emergency Contact.
- Members health details if relevant and required.

### HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial membership application. Subsequently, the information will be collected via membership renewal forms. At the point that you first provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data via a signature. This request is also made on annual renewal. Your consent is required in order to ensure our compliance with data protection legislation.

### HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our Club activities and services to you.
- For administration, planning and management of our Club.
- To aid any coaching sessions you engage in.
- To communicate with you about your Club activities.
- To monitor, develop and improve the provision of our Club activities.
- To confirm your age for age related competitions if relevant.
- To make emergency contact, if necessary.

We'll send you messages by email, telephone or post to advise you of Club activities.

### WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to committee members, coaches and playing team leaders – as required to facilitate your participation in Club activities.
- Externally – to the National Governing Body, Bowls England (BE), to Bowls Surrey (BS) and the Borough of Croydon Bowling Association (BCBA) and their subsidiary associations. This is used for affiliation purposes and to be able to inform you regarding bowls related activities outside the immediate Club.

- If we have a statutory duty to disclose it for other legal and regulatory reasons.
- Where we need to share your information outside of the Club and beyond that stated above, we will seek your permission and inform you as to who the information will be shared with and for what purpose.

### HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

### HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform the Club as to any changes to their personal information. You can do this by contacting the membership secretary at any time:

Email: [rmandgf@btinternet.com](mailto:rmandgf@btinternet.com)

Telephone: 0208 654 1584

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the Club holds on you, you can make this request by contacting the membership secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

### HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on a spreadsheet held by your membership secretary - as detailed above, and accessed by committee members as appropriate.

The data stored is reviewed annually. Old and incorrect data is deleted.

### AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available from your membership secretary and a hard copy is on display on the Notice Board inside the Office. This policy may change from time to time. If we make any material changes we will inform the membership via email, at Meetings and on the Notice Boards.

### CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact your membership secretary - as detailed above.