



Stevenage Town Bowling Club – Privacy Notice for Members

Introduction

The privacy of your personal information is very important to us. We process all personal information in line with data protection laws applicable in the UK. This notice applies to personal information collected by Stevenage Town Bowling Club and sets out the principles governing our processing of that information, in the way we use, keep secure and disclose it under the Data Protection Act (2018) and the General Data Protection Regulations (2018) (the “D. P. Laws”)

What information do we collect from you?

The personal information that is necessary for us to operate our membership includes; title, first and last names, address, post code, telephone and or mobile numbers and email address. Your personal information is usually collected at the point of your application for membership or annual renewal of membership. All the information collected is obtained directly and to keep it current you need to inform the secretary of any changes to your personal information. At the point you provide your personal information, we will also request that you provide consent for us to store and use your data, which is required to ensure our compliance with D. P. Law.

How will we use the information we collect about you?

We limit the collection and use of your personal information. We will tell you the purpose for which we will process the information. Such purposes may include the following:-

- Maintaining our club data base, to facilitate the administration and management of the club
- Contacting you with information relating to your membership and details of events and other matters which we think may be of interest to you
- Communicating information to affiliated bowls clubs about fixtures.
- Communicating membership information to Hertfordshire Bowls, Bowls England, NHWBA, EHBL, EHBA, L&D B.A, and Bowls Development Alliance.
- Communicating information for producing and printing of our annual Member’s handbook
- Committee members of Stevenage Town Bowling Club
- Other club members
- Other affiliated clubs
- Website administrator

Where we need to share your information with an external organisation we will ask your permission. If you change your mind about how you wish us to contact you or no longer wish to receive this information, you can let us know by using the contact details below.



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Who might we share this information with?

We will keep your personal information confidential, but we may share it with:

- Law enforcement agencies and other authorities to comply with legal obligations.

We will take appropriate steps to both store and send the information you provide us with securely and club officers are trained on and are aware of their responsibility to maintain your privacy. We will ensure that all third parties we use to help us provide services to you are also compliant with D. P. Law.

How long do we keep hold of your information?

We will store your information electronically and paper-base from the point of collection for as long as you are a member of the club. Our retention and deletion policy details these time frames. The policy is available on request by getting in touch with us using the contact details below. Once we no longer need your personal information, we will securely destroy it. After you cease to be a member your personal information will be retained for a period of 3 months before being deleted electronically and hard copies destroyed.

What are your rights in relation to the personal information we hold about you?

This section explains the rights you have under D. P. Law with respect to how your personal information is held and used by us. If you wish to request to exercise any of these rights or if you would like further information about them, you can contact us using the details set out in the 'How to Contact Us' section below. We will grant your request only to the extent that it follows from our assessment of your request that we are allowed and required to do so under D. P. Law.

- You have the right to withdraw your consent to us processing special categories of your personal information at any time. This will not affect the lawfulness of any processing of these special categories of your personal information that we carried out before your withdrawal. If you choose to withdraw your consent to us processing these special categories of your personal information, we may not be able to provide you with certain services. You have the right to ask for a copy of the personal information we hold about you in a written format, free of charge.
- You also have the right, at no cost, to require us, and any third parties who we have shared your personal information with, to correct any inaccuracies in your personal information. In order for us to do so, you must inform us of any changes to your personal information so that we can keep it up to date.



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- In some cases, you have the right to restrict or suppress further use of your personal information. When you have exercised this right, we can still store your personal information but may not use it further unless you provide your consent for us to do so or as otherwise permitted by law.
- You have the right to have the personal information we hold about you erased in certain circumstances unless it prevents us from carrying out the services you have requested or prevents us from meeting our legal obligations. We may not be able to provide our services to you if you ask us to erase your personal information.
- You have certain rights to obtain and reuse your personal information for your own purposes across different organisations for example, if you wish to move to a new financial services provider. This enables you to move, copy or transfer your personal information easily between our IT systems and another provider's safely and securely, without affecting its usability.
- Finally you have the right to lodge a complaint about how we collect, process and store your personal data, with us in writing to this address:

Secretary, Stevenage Town Bowls Club, 60 Coventry Close, Stevenage, Herts. SG1

4PD as well as with the supervisory authority:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9

5AF 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, we take all reasonable steps to ensure security of all transmissions. We will send all emails bcc unless agreed otherwise. 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.

CCTV and photography

The Club understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.

The Club notifies all members and visitors that CCTV cameras are in use, only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.



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Recorded CCTV data will not be retained for longer than is necessary; the Club President is responsible for keeping the records secure and granting access to authorised personnel.

We may take photographs of you attending matches or other events and we may wish to use them for marketing or advertising purpose, or publishing on the website. We will only include details or 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.

If the Club wishes to use images/video footage of young players, written permission will be sought for the particular usage from the parent of the player.

Images captured by individuals for recreational or personal purposes, and videos made by parents for family use, are exempt from D. P. Law.

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will give you reasonable notice. For significant changes to this notice, where required by law, we will seek your consent to changes in the way we use your personal information.