



Bexhill Bowling Club

Privacy Notice and Data Protection Statement

The Bexhill Bowling Club (hereafter 'the Club') respects your right to privacy. As part of our commitment to protect your privacy, we have produced this notice to explain what personal data we hold and how we use it. We also want to make you aware of your rights under the General Data Protection Regulation (GDPR). Our aim is to be fair and transparent about how we use your personal data, in order to foster greater trust between the Club and yourself.

What personal data we hold and why

When you sign up as a member of the Club, you provide us with personal data on your membership form. The personal data will include your

- Name
- Postal address
- Telephone number(s)
- Email address
- Date of birth or age bracket (if likely to enter age-related competitions)

This is predominately the only personal information we hold. We may ask for health information and/or Emergency Contact details which are classed as 'Special Category Data'

How do we collect this personal information?

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

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, emails or from personal interview by coaches. 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 tick box. This request will also be made on annual renewal. Your consent is required in order to ensure our compliance with data protection legislation.

How we use your personal data

The GDPR requires organisations to justify why they use your personal data and specify which of the six 'Lawful Basis for Processing' they are assigning to each task.

Membership and Club management

- registering and administering your membership
- informing you of statutory items, such as AGM notices
- informing HMRC of 'Gift-Aid' donations

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The lawful basis for processing are Legal Obligation and Contract.

Matches and Competitions

- sharing contact details with club captains, vice-captains or team managers to help manage team selection for matches
- sharing contact details with opponents/ fellow bowls clubs to help arrange competitions
- sharing contact details with internal league organisers
- sharing contact details with other members via the Club fixture card

The lawful basis for processing is Legitimate Interests. You can ask for details not to be shared, but this would make it difficult for your inclusion in matches and competitions.

Social Activities

- sending information on Club events, such as social evenings and club competitions
- sending information on Club news, such as members' successes
- to inform Coaches to plan and execute coaching sessions
- to arrange bowls parties and facilitate coaching

The lawful basis for processing is Consent. You will not receive these communications automatically and will need to let the Club know that you wish to receive them (opt-in). You can choose to stop receiving these communications by informing the Club.

Who we share your personal data with

If you have joined as a playing member, not a non-playing member, we are required to forward your name and email to the Sussex governing bodies – SCB and SCWB This is to validate your affiliation to the respective associations and the National governing body – Bowls England. For further information of how your data is used by these organisations, please refer to their Privacy Notices.

If you enter a District, Sussex or National competition, we will also forward your telephone number and age if entered for an age-related competition.

The Club has Social Media groups on the following services – Facebook and Whatsapp. We do not pass your details on to these services. The personal data you provide to these services will be governed by their own Privacy Policies. If you have concerns over your personal data, you should contact the service as the Data Controller.

We do not share your personal data outside of the UK.

How long we keep your personal data

We will hold onto your personal data for as long as you are a member of the Club. Some records may be held for longer, such as records submitted to HMRC, (gift aid donations) but will be securely destroyed after seven years.

The data stored is reviewed annually. Old and incorrect data is deleted from the system and from any backups. Old and incorrect Hard (paper copies) are destroyed

How we store your personal data

The club will act in accordance with current legislation and aims to meet internet best practice.

Your personal information is securely stored on the personal computers of the Club Secretary and the Treasurer. This will be backed up on a secure Flash drive. Hard copies (your membership renewal forms) will be held by the Treasurer.

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- Other information in relation to statutory or regulatory authorities and organisations will also be held separately in secure locations by the Club Secretary and Safeguarding Officer.
- The Club's website, which stores personal data (match results) and pictures. [bexhillbowlingclub.org.uk].
- If you have concerns over your details, you should contact the Club Secretary.

Special category data

We may collect health data on medical conditions and emergency contact details for your safety at the Club. This information is securely held, is not available to the public. It is optional whether you provide these details.

Vulnerable Adult

A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation.

Children

We collect additional information on parents and/ legal guardians in line with our Safeguarding Policy. We never disclose the child's details without the prior consent of the parents/ legal guardian

Your rights to control your personal data

The GDPR provides you with a number of rights over your personal data. At any time you can:

- request information about how the Club handles your personal data
- request your details to be updated or deleted
- submit a 'Subject Access Request' (SAR), which will require the Club to provide you with specific details about how and where your details have been used
- restrict or object to the way your details are used, such as opting-out of the Club's communications

Cookie Policy

Like many other websites, our website uses cookies. Cookies are small pieces of information sent by a website to your device, enabling the website to recognise your device when you visit. Cookies allow us to count website visitors; they can help to remember your preferences, and generally improve the user experience.

We only use harmless cookies that are essential for the website to function correctly.

We do not use cookies to track you or personally identify you.

By using and browsing our website, you consent to cookies being used in accordance with our policy. If you do not consent, you must turn off cookies or refrain from using the site. Turning cookies off may result in a loss of functionality when using any website.

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Browser Settings / How to change your preferences

Cookies are saved to your browser, so to turn off any cookie you will have to do so for every browser you use. Most web browsers allow some control of most cookies through the browser settings. To manage cookies on popular browsers:

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Mozilla Firefox](#)
- [Microsoft Internet Explorer](#)
- [Opera](#)
- [Apple Safari](#)

To find information relating to other browsers, visit the browser developer's website.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit <http://www.aboutcookies.org/default.aspx> or <http://www.allaboutcookies.org/faqs/privacy.html>.

To opt out of being tracked by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>.

Availability and changes to this policy

This policy is available online at www.bexhillbowlingclub.org.uk/memberspage. This policy may change from time to time. If we make any material changes we will make members aware of this via email/ club newsletter / at Meetings/ on Notice Boards

How to complain

If you are not happy with the way the Club has handled your data privacy, you can complain to the Information Commissioner's Office (ICO). They are the UK's Data Protection watchdog or 'Supervisory Authority'. You can submit a complaint via <https://ico.org.uk/concerns/> or call 0303 123 1113.

Contact us

If you have any questions about the Club's privacy policy or practices, please either: e-mail to:

bexhillbowlingclub.secretary@gmail.com

or write to:

The Secretary,
Bexhill Bowling Club,
The Polegrove,
Richmond Road,
Bexhill-on-sea,
TN39 3D