



RIVER BOWLING CLUB: DATA PRIVACY NOTICE FOR OUR MEMBERS

1. ABOUT THIS NOTICE

River Bowling Club is committed to protecting and respecting your privacy. We ask that you read this Data Privacy Notice (privacy notice) carefully as it contains important information about how and why we process the personal data we collect before, during and after your membership with us.

Your personal data – what is it?

Personal data can be any information that (on its own or together with other information) identifies you or is about you. At its most simple, it could include a name, date of birth, postal address, email address and telephone number.

The General Data Protection Regulation (GDPR) sets out legal guidelines for the collection and processing of personal information and replaces the Data Protection Act 1998, with effect from 25 May 2018. It covers automated data (information on computer or information recorded with the intention of putting it on computer) and manual data (information that is kept as part of a relevant filing system). We will always comply with the GDPR, and future data protection legislation, when dealing with your personal information. Further details on the GDPR can be found at the website for the Information Commissioner's Office (www.ico.org.uk).

This privacy notice explains when and why we collect personal data about our members, how we use it, how we keep it secure and your rights relating to it. By providing personal information about yourself to River Bowling Club, you agree to our processing, storing and using that information in accordance with the principles set out in this Privacy Notice.

References to **we**, **our**, **us**, or **Club** in this privacy notice are to River Bowling Club.

For the purposes of this privacy notice we also refer to 'personal data' as 'personal information'.

2. WHO WE ARE

River Bowling Club is a Community Amateur Sports Club, affiliated to Bowls England and Kent County Bowling Association. Our address is River Recreation Ground, Lower Road, River, Dover, Kent CT17 0LW.

For any personal information you provide to us for membership purposes, River Bowling Club is the "data controller" and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

We are not required to appoint a Data Protection Officer to oversee our compliance with data protection law, but our Management Committee has overall responsibility for data protection compliance in our Club. Please see the "Contacting us" section at the end of this privacy notice.

3. PERSONAL INFORMATION WE MAY HOLD ON YOU

Depending on the type of membership you have with us, you may provide us with, or we may obtain personal information about you, such as:

- Personal contact details that allows us to contact you directly such as name, title, postal and e-mail addresses and telephone numbers;
- Date of birth / age;
- Membership start and end date;
- Membership category;
- Official position / responsibilities held within the Club
- Records of your interactions with us such as telephone conversations, e-mails and other correspondence and your instructions to us;
- Details of financial transactions with you;
- Images in video and/or photographic form;
- Your marketing preferences so that we know whether and how we should contact you.
- Details of next of kin, family members and emergency contacts;
- Records of availability and selection sheets and match results;
- Any disciplinary and grievance information.

4. SPECIAL CATEGORIES OF PERSONAL INFORMATION

The law regards some personal information as being in a special category, giving it more legal protection. This includes, for example, information about an individual's race, ethnicity, religious beliefs, sexual orientation and health. We do not process any sensitive personal information about you. Nor do we collect criminal records information about you.

We will not process any data relating to a child (under 13) without the express parental / guardian consent of the child concerned.

5. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, renew your membership, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "Your rights in relation to personal information" section below.

6. WHY WE NEED YOUR PERSONAL DATA

We limit the collection and use of your personal information and must have a "legitimate basis" for doing so. The main reasons we need your personal information is to administer your membership with us and keep in contact with you.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal information with us we may not be able to register or administer your membership.

The table below describes the type of personal information, main purposes for which we process your information and our lawful basis for doing this.

Type of information	Purposes	Legal basis of processing
All contact and membership details, payment information, records of your interactions with us, and marketing preferences.	Administering your membership with us and managing our relationship with you. This includes sending newsletters, details of club events, membership renewal notices, invitations to the Annual General Meeting, significant changes to this privacy notice, and other correspondence, dealing with payments, and any queries from you.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Date of birth / age related information	Managing membership categories and competitions that are age related.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Playing members names and telephone numbers	Passing to Kent County Bowling Association / Bowls England for affiliation purposes.	For the purposes of our legitimate interests in operating the Club.
Name, e-mail address and telephone number for our Club Officers (Chairman, Secretary and Treasurer)	Information may be published on the Club's noticeboard, website, in Club newsletters, fixture cards and other publications, and made available to Kent County Bowling Association / Bowls England, in each case as a point of contact at the Club.	For the purposes of our legitimate interests in operating the Club.
Name and telephone number of each Club Committee Member	Information may be published on the Club's noticeboard, website, in Club newsletters and fixture cards and other publications, as a point of contact at the Club.	For the purposes of our legitimate interests in operating the Club.
Team players names	Availability sheets containing members names displayed on the noticeboard in the Clubhouse. Members put their own names forward.	For the purposes of our legitimate interests in operating the Club.
Selected team players names	Selection sheets containing members names displayed on noticeboard and in the window of the Clubhouse.	For the purposes of our legitimate interests in operating the Club.

Type of information	Purposes	Legal basis of processing
Team players names	Results containing members names displayed on noticeboard, website and in press releases.	For the purposes of our legitimate interests in operating the Club.
Membership information is shared with our Club Officers (Chairman, Secretary and Treasurer) and Match Captains.	For the delivery of Club services and entering of matches.	This is necessary to enable us to properly manage and administer your membership contract with us. For the purposes of our legitimate interests in operating the Club.
Photos and videos of members	Putting on the Club's website, social media, noticeboard, using in press releases and other marketing purposes.	Consent. We will seek member's consent on their membership application form and each renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Member's name, telephone number and email address	Creating and managing the membership contact list that enables Club members to contact each other to, for example, arrange matches and competitions. This is a hard-copy list, kept out of view of visitors to the Clubhouse.	Consent. We will seek member's consent on their membership application form and each renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter
Emergency contact details	Contacting next of kin in case of emergency	Protecting the Member's vital interests and those of their dependants.

Video and Photography (additional information)

We may take videos / photographs of you attending matches or other events and we may wish to use them for marketing and advertising purposes, publishing on our noticeboard, website, social media or press releases. Unless you advise us otherwise, you expressly agree and consent to the use of any photographs, which may include you, without compensation. We will not use the images taken, or any other information you provide, for any other purpose.

We will not include details or full names (which means first name and surname) of any person in an image on our website, on video, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent.

7. SHARING YOUR DATA

The people who may have access to your Personal Information are:

- The appointed Club Officers (Chairman, Secretary and Treasurer) and specified Committee Members of the Club, who will operate in accordance with data protection protocols
- Other River Bowling Club members (with consent)

- Other clubs affiliated to Kent County Bowling Association (who we play matches against)
- Kent County Bowling Association / Bowls England
- Hugo Fox Ltd (Webhost for www.riverbowling.club) – please see further information about our website below.

We will never sell your information to a third party.

Membership information may be shared more widely only with your consent. We will continue to process your information on this basis until you withdraw your consent, or it can be reasonably assumed that your consent no longer exists.

8. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

- We will store your personal information in electronic and/or paper-based form, from the point of collection for as long as you are a member of the Club and for up to 3-years after in case circumstances have prevented renewal of membership.
- We will review your personal data every year to establish whether we are still entitled to process it. If not, the data will securely deleted/destroyed.
- We securely destroy all financial information once we have used it and no longer need it.
- Where you have made a general or specific enquiry but have not entered into a contract of membership, we will keep your information until that enquiry is resolved, and for up to 3-years after.

9. YOUR RIGHTS

You have rights under the GDPR. In summary, your rights include the right to:

- Basic information (such as our identity, the reason and basis on which we process your personal data, together with as much information to ensure fairness and transparency) and to be informed
- Object: to object to processing of personal data where such is done by us in certain circumstances, for example for our legitimate interests
- Withdraw consent: to withdraw your previously given consent
- Access: to be aware of and verify the lawfulness of the processing
- Rectification: to correct personal data if it is inaccurate or incomplete
- Erasure: to request the removal or deletion of personal data
- Restrict processing: to restrict the processing of personal data
- Data portability: to obtain and reuse personal data
- Be aware of any automated decision making or profiling, and to request such is restricted

Each of these rights is explained in more detail on the Information Commissioner's Office website: www.ico.org.uk or www.knowyourprivacyrights.org/your-rights/

How to get a copy of your personal information

You have a right to request a copy of your personal information that we hold about you – please see the “Contacting Us” section at the end of this notice. Once we have received your request we will respond within 30 days. We may need to ask for proof of identification.

Letting us know if your personal information needs updating

You have the right to question any information we hold on you that you think is wrong, out of date or incomplete. If you do, we will take reasonable steps to check its accuracy and correct it – please see the “Contacting Us” section at the end of this notice. Once we have received your request we will respond within 30 days.

We will take reasonable steps to create an accurate record of your personal data. The accuracy of personal information depends on the information you provide to us, so we ask that you:

- keep us up to date with changes to your personal information (for example change of address, telephone number or email address); and
- let us know if there are any errors in your personal information;

Your right to complain

If you have any concerns or complaints about how we look after your personal information, please contact us and we will try to resolve this for you – please see the “Contacting Us” section at the end of this notice.

You have the right to take any complaints about how we process your personal data to the Information Commissioner’s Office (ICO):

Telephone: 0303 123 1113.

Address: Information Commissioner's Office Wycliffe House Water Lane Wilmslow
Cheshire SK9 5AF

Email: casework@ico.org.uk

Website: www.ico.org.uk/concerns/

Opt-Out Choice

You have the right to withdraw at any time your agreement to any of the individual consent options, by contacting us – please see the “Contacting Us” section at the end of this notice. Withdrawal of consent will be acted on within 30 days.

10. HOW WE PROTECT YOUR INFORMATION

We will hold information collected by us in automated and manual form. We have put in place technological and organisational measures to safeguard your personal information from unauthorised access to, or alteration, disclosure or destruction of, the data and against their accidental loss or destruction.

- Physical security, which includes locks and alarms, are in place on our premises, which are kept secure when unoccupied.
- Access to personal information is restricted to Club Officers / Committee Members on a “need to know” basis.
- We will seek your consent before sharing your personal information with other Club members or third-parties.
- All computer equipment is password protected and contain up-to-date virus protection.
- Information on manual files are kept out of view of visitors to the Clubhouse
- Back-up procedures are in operation for computer held data. This may involve cloud-storage such as Microsoft OneDrive and Dropbox. These have built-in security measures for the protection of files whilst in storage or in the process of being shared.

- All reasonable measures are taken to ensure that Club Officers / Committee Members are made aware of the security measures, and comply with them
- All waste papers, printouts etc. are disposed of carefully, preferably shredded.
- All emails from the Club are sent by BCC (Blind Carbon Copy), which means members are not made aware of other members email addresses.
- There are periodic reviews of the measures and practices in place

Although we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved, 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.

We will notify you promptly in the event of any breach of your personal data that might expose you to serious risk.

11. NON-MEMBERS

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a form at a taster event). This information may include name and contact details. This information will be stored for up to 12 months after an event and then destroyed securely. Our lawful basis for processing this data is consent, which we will ask for at the point of collecting it or for the purposes of our legitimate interests in operating the Club in respect of coaching records.

12. WEBSITE

Our website www.riverbowling.club is powered by Hugo Fox Ltd. and is covered by a separate Privacy Policy, which can be found on our website at www.riverbowling.club/community/river-bowling-club-14943/privacy-policy/

Links to other websites

Our website contains links to other websites. When you access links to other websites please note that these websites have their own privacy policies and we do not accept any responsibility or liability for these policies. We strongly advise you to review the Privacy Notice and terms and condition of every site you visit.

13. CHANGES TO THIS NOTICE

We reserve the right to amend this Data Privacy Notice from time to time without prior notice. You are advised to check our website (www.riverbowling.club) or our Club noticeboard regularly for any changes. We will notify significant changes via our e-newsletter (or post for members without email).

14. CONTACTING US

If you have any concerns or questions about how we look after your personal information, please contact us by one of the following means:

- E-mail us at: riverbowlingclub@gmail.com
- Write to us at: River Recreation Ground, Lower Road, River, Dover, Kent CT17 0LW.

This policy is effective from 25/05/2018