

## **EAST PRESTON AND KINGSTON BOWLS CLUB PRIVACY**

### **NOTICE – JANUARY 2024**

#### **Summary of how we use your data**

- The Club uses your personal data to manage and administer your membership and your involvement with its teams and the Club, and to keep in contact with you for these purposes.
- The Club uses your data (and that of your guests) for hospitality purposes where you rent the Club House for private functions.
- Some limited data may be shared with the County, Bowls England and others, who use your data to regulate, develop and manage the game of bowls.
- Where we rely on your consent, you can withdraw this consent at any time. The Club does not use your data for email marketing purposes.
- The Club does not collect any medical (including injury) information.

#### **What does this policy cover?**

This policy describes how East Preston and Kingston Bowls Club (also referred to as “the Club”, “we” or “us”) will make use of the data we handle in relation to our members. It also describes your data protection rights, including a right to object to processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

#### **What information do we collect?**

We collect and process personal data from you when you join and when we carry out annual renewals of your membership. This includes:

- your name and your gender
- your home address, email address and phone number(s);
- your type of membership (e.g. full, life, social and short mat)
- your involvement in particular teams, or any role you may have been allocated at the Club such as an Officer or Secretary etc
- Some information will be generated as part of your involvement with us, in particular data about your playing performance, in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch.

#### **What information do we receive from third parties?**

It is possible that we could receive information about you from third parties. For example, relating to your existing registrations with other clubs or bodies.

#### **How do we use this information, and what is the legal basis for this use?**

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes: taking payments; communicating with you; providing and arranging the delivery or other provision of products, prizes or services.
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
  - we will use your information to manage and administer your membership and your involvement with our teams and Club, and to keep in contact with you for these purposes;
  - we will also use data to maintain records of our performances and history, including match reports, scores and team sheets;
  - We may use CCTV cameras to maintain the security of our premises, and may use this video to investigate incidents at the Club or its premises.
- Where you give us consent:
  - we will send you Club information and news by email;
  - we may handle medical or disability information you provide to us, to ensure we support you appropriately;
  - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
  - we maintain records such as the bar visitors’ sign in book and accounting records in order to meet specific legal requirements;
  - we may respond to requests by government or law enforcement authorities conducting an investigation.

#### **Who will we share this data with, where and when?**

We collect, review and process personal data from you when you join and when we carry out annual renewals of your membership. You sign an application form to acknowledge your understanding of and consent to our data privacy policy, allowing us to process your application.

Limited information may be shared with other stakeholders in bowls, such as Bowls England, other clubs, County Bodies, umpire societies, league organisers, affiliated bodies, so that they can maintain appropriate records and assist us and you in organising matches and administering the game of bowls.

Personal data may be shared with government authorities and/or law enforcement officials, if mandated by law or if required for the legal protection of our interests in compliance with laws.

You also give your consent to the Club processing your information on IT service platforms provided by the service providers listed below. This is essential for the delivery of services. Your data is secure, controlled by the Club and processed by the Club for the purposes identified above.

The Club has purchased the "bowlr" club management system which is hosted in the cloud. It is a secure, password protected system that holds and processes members' data.

The Club has purchased an IT facility from Hugo Fox to create and host our website. This may contain members' names and photos in match reports, winners' lists and also other club news events. The Club does not include personal telephone numbers or addresses. The Club is responsible for the content, which is controlled by the Club's Website Manager.

The Club is not responsible for content on external websites or on social media sites. Members should not post anything on behalf of the Club without permission and consent.

The Club has purchased an email service from "123reg" to host our email accounts. These are secure and password protected. The Club will always use a bcc or blind copy system when any e-mails are sent to multiple members. Members are required to do the same.

Our Club has a Press Officer. Members' names and photographs may be included in match reports.

#### **What rights do I have?**

You have the right to ask us for a copy of your personal data; to correct, delete or restrict processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent.

In addition, you can object to the processing of your personal data.

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise these rights, you can get in touch with us using the details set out below. If you have unresolved concerns, you have the right to complain to the data protection authority - the Information Commissioner's Office ("ICO").

#### **How do I get in touch with you?**

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch with the East Preston and Kingston Bowls Club General Secretary in person, by phone 01903 784606, by email at [secretary@epkbc.org](mailto:secretary@epkbc.org) or by writing to the Club at 5 Sea Lane East Preston West Sussex BN16 1NG.

The ICO's address Information Commissioner's Office, Wycliffe House. Water Lane, Wilmslow, Cheshire, SK9 5AF. Helpline number: 0303 123 1113. ICO website: <https://www.ico.org.uk>

#### **How long will you retain my data?**

We process the majority of your data only for as long as you are an active member. Where we process data in connection with performing a contract, we may keep it for 6 years from your last interaction with us. We retain information to maintain statutory records in line with requirements or guidance.

When you leave the Club, we record that you have left and keep your name and former membership type as a record.

Records of your involvement in a particular match or competition, on team sheets, on results pages, honours boards, trophies or in match reports may be held indefinitely by us in order to maintain a record of the game or competition.

#### **Policy review and breach reporting**

The Management Committee are responsible for implementing and reviewing this policy. Any queries, concerns or breaches relating to data protection should be addressed to the General Secretary who will work with the Club Chair to address any matters arising in consultation with the Management Committee and in compliance with regulatory requirements.

A copy of this policy is available on request from the Secretary, or in the Club House within the operations manual and also on the Club website.