

Langtoft Bowls Club
General Data Protection Regulation (GDPR)
PRIVACY POLICY

Introduction

This policy applies to personal information collected by Langtoft Bowls Club and sets out the principles governing our processing of the information, in the way we use, keep secure and disclose it under the General Data Protection Regulations (2018). We require certain personal information to allow us to operate the Langtoft Bowls Club. This includes names, address, postcode, telephone and/or mobile numbers, email address and in some circumstances date of birth.

The Regulations cover the storage and use of Personal Data which is defined as ‘any piece of personal information that can be used to identify an individual, either directly or indirectly. This includes such information as name, home address, home telephone number, mobile telephone number, e-mail address & date of birth.’

The advice given is that ‘GDPR states that Personal Data can be held, without the need for consent, if it is adequate/relevant/non-excessive’. This means that as long as the organisation reasonably considers the storage of Personal Data to be relevant and non-excessive, they can continue to hold it without the need for consent.

The intention of this Policy is to show how we intend to comply with the General Data Protection Regulations (2018).

We are committed to respecting your privacy. This Policy explains how we use personal information we collect before, during & after your registration with us. This also explains how we comply with the law on data protection, what your rights are and for the purposes of data protection, as detailed below, we will be the controller of any of your personal information.

This Policy applies to you if you are a Member of Langtoft Bowls Club or any person who has communicated with us regarding services provided by or to us.

References to the Club, we, our or us in the Policy are to Langtoft Bowls Club.

Data Controllers

The Data Controllers for the Club are the Secretary, Treasurer, the Chairman, and Team Captains. The Club has not formally appointed a Data Protection Officer. These duties will be undertaken by the Data Controllers.

How do we collect and use this personal information?

All the information collected is obtained directly from Club Members and other persons who may contact us. This is at the point the personal information is provided. We limit the collection and use of personal information to that which is adequate, relevant & non excessive and will process and use the information for:

- a. use by Club Officers to enable the proper administration of the Langtoft Bowls Club.
- b. use by Club Members by way of Contact Lists displayed in the Clubhouse or on our Members Only access area via the Club website.

Details of the information held, where it is held, how it is held, who has access to it and with whom it is shared is available on request to the Club Secretary. If we make material changes to what we hold, use and share we will seek permission.

Timescale

We will store the information electronically and in paper-based form from the point of collection for as long as you are a Club Member. After you cease membership, the information will be retained for a period of 3 months before being deleted or destroyed.

Opt-out choice

You have the right to withdraw at any time your agreement to the use and sharing of the information provided by informing the Club Secretary by email or letter. Withdrawal of consent will be acted upon within 3 months.

Security

We strive to protect the privacy and security of our records and to maintain the reliability and accuracy of personal information. We will hold information collected by us on Officers computers, The Cloud, 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 the security of all transmissions. We will send all emails to multiple recipients using the <BCC> option 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.

Photographs

We may take photographs of you attending matches or other events and we may wish to use them for publishing on our website or social/printed media. We will only include details of 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 and the Competition in question).

Information Access and Corrections

You need to inform the Club Secretary of any changes to your personal information and you have the right of access under the General Data Protection Regulations to the information we hold about you on our records.

Policy changes

This Policy may change from time to time. If we make any major changes, we will inform you either by email or letter.

Revision Table			
Rev.	Date of change	Section	Details
	25/05/2018	All	Policy created and adopted in line with GDPR becoming law.