



## **DATA PRIVACY NOTICE**

We are committed to respecting your privacy. This notice is to explain how we, the management committee of Amesbury Bowls Club, may use the personal information (data) we collect before and during your membership with us.

This notice sets out what data we collect and store, for what purposes we use that data, who has access to that data and your rights with respect to your data.

Paper copies of membership application, membership renewal and coaching application forms are kept securely until no longer required at which time they are securely destroyed.

### **Members personal data:**

This data consists of title, name, address, postcode, telephone numbers and email address (where available). We take photographs from time to time throughout the season and these may be used for historical purposes and promoting the club.

### **Processing members personal data:**

The management committee of Amesbury Bowls Club complies with its obligation under the General Data Protection Regulations (GDPR) by keeping your data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so. The management committee has overall responsibility for data protection compliance in our club. Contact details are set out at the end of this notice.

### **We use this data for the following purposes:**

- To administer the club.
- To inform members of news, events and activities.
- To fundraise and promote the interests of the club.

### **Access to members personal data:**

Unless required to do so by law, Amesbury Bowls Club will not share your members data outside the club, except when providing

- Name and telephone number to Bowls Wiltshire for registration and insurance purposes.
- Name and email address (if permission given) to the Bowls Development Agency related to the coaching of new members.

**How long does Amesbury Bowls Club retain members personal data:**

Membership data will be securely destroyed each year at membership renewal time and replaced with new up to date data.

**Your right and your personal data:**

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data.

- The right to request a copy of your personal data which Amesbury Bowls Club hold about you, obtainable from the Honorary Secretary.
- The right to request that the management committee of Amesbury Bowls Club corrects any personal data if it is found to be inaccurate or out of date.
- The right to request that personal data be erased where it is no longer necessary for the committee of Amesbury Bowls Club to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that we transfer any elements of your personal data either to you or another service provider.
- The right, where there is a dispute in relation to the accuracy of your personal data, to request a restriction is placed on further processing.
- The right to lodge a complaint with the Information Commissioner's Office.

**Contact in the case of any query:**

Please lodge your enquiry, in the first instance, in writing, to:

The Secretary

Amesbury Bowls Club

Salisbury Road

Amesbury

SP4 7HH

March 2019