EWELL VILLAGE BOWLING CLUB – PRIVACY POLICY

Ewell Village Bowling Club ('EVBC') is an applicable organisation under the Data Protection Act (1998) and the General Data Protection Regulations (2018). This Policy applies to **Personal Information** collected by EVBC, and sets out the principles governing our processing of that information, and the way we use, keep secure and disclose it. EVBC's 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.

By providing **Personal Information** about yourself to **EVBC**, you agree to our processing, storing and using that information in accordance with the principles set out in this Privacy Policy. We will always deal with your personal information fairly and in accordance with your instructions.

By submitting Personal Information to EVBC you agree that we may process it in the manner described in this Policy. We remind you that this Policy does not apply to third party links that are accessible from our website. If you select a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy and terms and condition of every site you visit.

This policy is filed on the Club website and a copy is kept in the grey folders in the Clubhouse. This policy may change from time to time. If we make material changes we will make members aware of this however if changes are deemed to be minor, then EVBC may change its Privacy Policy from time to time, and at their sole discretion. We encourage members to check this policy frequently for any changes.

What personal date we hold?

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:

1. Title (if given)
2. Surname
3. First name or name you wish to be known as
4. Postal address
5. Phone numbers (home and mobile)
6. Email address
7. Date of birth (if entering age related competitions either internally or externally)
8. Emergency contact details (optional)

Your Personal Information is necessary for us to operate our membership, includes full name and title, postal address, telephone and/or mobile numbers, email address and an emergency contact. It is your responsibility to ensure that your emergency contact is happy for their name and phone number to be kept by the club and for it to be included in the fixtures list.

We will process your personal information using your consent as the lawful basis for controlling and processing the data. We will request your authorisation for processing your personal information, as described below, at the time of application or at renewal of membership, whichever comes first. Your authorisation will be reviewed annually at renewal of membership.

You can refuse to give consent to any of the individual requests without detriment to your membership of EVBC however this will make it difficult for you to be kept informed of Club activities/matches/notice etc.

How do we use your personal information?

We limit the collection and use of your personal information. When we ask you for Personal Information, we will tell you the purposes for which we will process that information. Such purposes include the following:-

1. maintaining our membership database, to facilitate the administration and management of the Club
2. contacting you with information relating to your membership, or application for membership, and details of events and other matters which we think will be of interest to you
3. communicating information to affiliated bowls clubs about fixtures
4. communicating membership information to Bowls Surrey, Bowls England, leagues that EVBC participate in and the Bowls Development Alliance
5. communicating information for producing and printing of annual Fixtures list.

We will not reveal any of your information to any external organisation unless we have previously informed you that this will happen through disclosures or agreement, and we have obtained your authority to do so. Privacy policy for outside organisations can be found on their websites.

What happens to my personal information when I leave?

We will store your personal information in electronic form, and paper-based form, from the point of collection for as long as you are a member of the Club. After you cease to be a member, your personal information in paper formwill be retained for a period of 3 years, before being deleted/destroyed. After you cease to be a member, you will have the option of giving your express consent for your Personal Information to remain on our database, for the purposes of on-going contact relating to EVBC

How do we store your personal information?

We strive to protect the privacy and security of our database, and to maintain the reliability and accuracy of Personal Information. We will hold information collected by us on a computer 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 prevent this from happening (password protected spreadsheets and data base). You accept the inherent security implications of providing information and will not hold us responsible for any breach of security or disclosure of information.

What about photographs?

EVBC may take photographs of players, social member or spectators at the Club and may use them for publicity on the website or their social media account. Details of names of any person in an image will only be disclosed for a good reason (competition winners, participants etc). If anyone objects to their names being used then they should inform the Secretary and their details will be removed.

Can I see my personal information?

You have a right of access under the General Data Protection regulations to information we hold about you on our records. And if now or at any time in the future you decide that you do not wish to receive information from us, please inform the Secretary by email or by letter. Withdrawal of consent will be acted on within 3 months.

What if my personal information is wrongly recorded?

Whilst ever attempt is made to ensure the accuracy of personal information, mistakes can happen. So, we recommend that you:

1. let us know if there are any errors in your personal information; and
2. keep us up to date with changes to your personal information