

AURIOL BOWLING CLUB DATA PROTECTION POLICY

With the introduction of GDPR (General Data Protection Regulations) legislation on 25 May 2018 all members must be made aware of the data held by the Club and the uses to which it is put.

Under GDPR regulations there are 6 requirements:

1. Personal data must be processed lawfully, fairly and in a transparent manner;
2. Personal data must only be collected for “specified, explicit and legitimate purposes”;
3. Data collected must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Personal data must be accurate and where necessary kept up to date;
5. Personal data that is no longer required should be deleted;
6. Processors should ensure all personal data they hold is secure.

For a club to be managed there is a need for it to hold member' contact details and this is allowed with the requirement that a Data Protection Policy is in place which members sign to say they have read. This will be achieved by the said Member who will sign their respective Annual Subscription entry form, see below.

From 25th May, 2018 all new members joining the club and all existing members, on annual renewal will need to sign that they have read this policy. They will be asked to confirm their current contact details and will be able to specify what data they do not wish to be shown in the club handbook.

Members' contact details (address, phone and email) are held in a database, accessible by the Clubs General Committee on a password protected computer. Members may ask to review their personal data which is held and have it corrected if it is inaccurate: the Clubs General Committee undertakes to comply with these requests within 30 days.

Member's names and phone numbers are published in the Club Handbook which is distributed to members only. This is to enable members to contact each other to agree fixtures and arrange travel to matches. (For better security the club would prefer Mobile phone numbers)

All emails sent to multiple members will be sent so the recipients emails are not visible (Bcc or other methods).

Contact details will only be shared with third parties for the purpose of the relevant club officer providing contact with other Bowls organisations to which it is affiliated or for members entering external competitions. The membership data will not be provided to any third party organisations or used to forward advertising from third parties.

For club or external competitions with an age restriction entrants' date of birth will be required.

When members leave the club their data will be held for up to one year.

27th March, 2018