

## Data Protection Policy & Guidance

### Introduction

This document relates to the regulations of the Data Protection Act (1998) and the General Data Protection Regulations (2018) and the requirements they place upon the practices of clubs such as Ponteland Bowling Club (PBC).

This Policy applies to Personal Information collected by PBC and sets out the principles governing our processing of that information, and the way we use, keep securely, and disclose it.

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

In the following paragraphs PBC will document how it will meet the eight principles of the Data Protection Act that states that personal data must be:

1. Processed fairly and lawfully
2. Processed for specified, lawful and compatible purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept longer than necessary
6. Processed in accordance with the rights of the individual
7. Processed with appropriate security
8. Not transferred abroad without an adequate level of protection

### Our Commitment

PBC that takes its data protection responsibilities seriously. We will only collect in the information we require to operate effectively and only use it for legitimate club purposes. In this policy we will state clearly what information:

- We will collect
- How this will be securely stored
- How the information will be used

- How members can request that all/some of their information is not used in a specific way or in specific circumstances
- What information will be shared through our affiliation with Bowls England and Northumberland Bowls.
- How information will be deleted

## **What information and Data will we collect?**

We will only ask for personal Information that is necessary for us to operate as a bowling club. This information is collected when new members join the Club and it is checked for accuracy annually when members renew their membership. Membership information collected includes:

- full name and title,
- postal address,
- telephone, and/or mobile numbers
- email address.
- Photographs to celebrate achievements and promote club activities

## **How will your information be stored?**

The majority of your information will be stored by the Treasurer on a secure password protected computer.

Other key officers who will need access to some of your data will also store this securely on a password protected computer.

Email addresses will be entered into the Clubs email account which can only be accessed and used by key officials at the Club. This account is also password protected.

Contact list of all members identifying their name and a contact telephone number will be produced and circulated to all members to enable the efficient functioning of all club competitions. These contact lists can be circulated electronically or provided as a hard copy for members who do not have computers.

***All members accepting the contact lists do so knowing they need to respect and protect the data of other members and not pass it on to anyone else without the members permission.***

## **How will your data be used?**

Your name address and telephone number are used to produce a membership list. Where members do not have an email account, name and address details are used to contact individuals by mail.

Names are also used for members to identify their availability to play in teams and to produce team sheets.

Names of competition winners and club officials will be listed annually on the Club's Honours Board. This is to recognise and record the achievement of individual members and the contribution some members have made to the running of the bowling club

Email addresses are used by the Club, using the Club email account, to send out relevant information to all members concerning:

- Membership renewals
- Circulate fixture lists
- Information about games and social events
- Organise working parties and support for various club activities.
- Send out regular Newsletters and items of interest to keep all members fully informed about club activities
- Share information provided by Bowls England and Northumberland Bowls with all members
- Information relating to the status of the green and premises
- Issues relating to health and safety
- Members contact lists (containing name and telephone contact details) so members can contact each other to arrange club competitions, roll ups and manage all league and friendly games effectively
- As we are affiliated to Bowls Northumberland and Bowls England names are shared with Bowls Northumberland to identify you are a member of a bowling club and register members to play in competitions organised by the county. This information is provided by the Club annually. If any member entered national competitions the same information for the same purpose would be provided to Bowls England.
- Members who serve in key leadership and operational positions will need to have their basic communication details shared with other bowling clubs and with Northumberland Bowls so effective communication can be established for league games, friendlies and various competitions to be run effectively between clubs.

**Your personal information will never be passed to a third party without your explicit agreement.**

### **How can members decide how their information is used?**

We appreciate that the sharing of even basic personal information for some can be problematic and even life threatening. As a consequence, **any member can choose not to have some or all of their personal details shared with other members, affiliated bodies or posted on Facebook and the Clubs website.**

If any member wishes to opt out of sharing their personal information in any way, they will need to inform the Club secretary about the type of information they would not wish to be used and in which circumstances.

Occasionally the club will take photographs of activities to record events and use them later on Facebook and the Club's website to promote the club within the wider community.

The club also takes photographs showing members achievements either individually, in groups or in teams. These photographs are used to celebrate achievement and will be posted on Facebook and on the Website together with the winner's names.

If members do not wish to be included in any photographs or have their name associated with their photograph, can they please inform the Club's Secretary in writing. It would also be appreciated if members not wishing to be on photographs of club activities would take some responsibility by informing the photographer and stepping out of the group whilst the photograph is taken.

We will not include any details or full names, which means first name and surname, of any person in an image on our website, Facebook page, or in any printed publications. Where it would be appropriate to include the full name, say of a competition prize winner for example we will seek their consent.

*Any member opting out of sharing some or all of their personal information must be aware that this may prevent them from fully participating in club activities such as internal competitions and league and county competitions.*

### **When will personal data/information be deleted?**

After you cease to be either a full or social member your personal information will be deleted/destroyed. Social members data will only be used to send out news items of interest and to keep them informed of all social events.

You have a right of access under the General Data Protection regulations to information we hold about you on our records.

The accuracy of Personal Information depends on the information you provide to us so we recommend that you let us know if there are any errors or changes in your Personal Information as soon as possible.