



## ALDERSHOT & DISTRICT BOWLING ASSOCIATION

**President - David Fox**                      **Tel: 01252 850643**  
**Hon Secretary - John Guerin**        **Tel: 01252 811165**



### PRIVACY NOTICE

#### Introduction

The Aldershot & District Bowling Association (hereafter 'the Association') discussed the GDPR requirements of clubs affiliated to the Association. The Association expects the club secretary or the club committee to inform their members of the privacy policy of the Association. The Association respects the right of the club members to privacy. As part of our commitment to protect their privacy, we have produced this notice to explain what personal data we hold and how we use it. We also want to make sure they are aware of their rights under the General Data Protection Regulation (**GDPR**). Our aim is to be fair and transparent about how we use the personal data.

#### What personal data we hold and why

When you affiliate as a member of the Association, you provide us with personal data on some of your members. The personal data will include:-

- Names
- Postal addresses
- Telephone number(s)
- Email addresses
- Dates of birth (if members are likely to enter age-related or under 25 competitions)

This information is held by the Association when your members take part in the association activities, typically league, competitions and matches. It is predominately the only personal information we hold. We may ask for health information and/or Emergency Contact details, if required, which is classed as 'Special Category Data' and requires greater protection, because of its sensitive nature.

#### How do we collect this personal information?

All the information collected is obtained directly from your members and your club. The information will generally be collected via entry forms, filled in to take part in the Association activities. At the point when your members enter competitions they will also be requested to provide consent for us to store and use their data via a signature or tick box. Consent is required in order to ensure our compliance with data protection legislation.

#### How do we use the personal data

The GDPR requires organisations to justify why they use personal data, and specify which of the six 'Lawful Basis for Processing' they are assigning to each task.

#### Association management

- registering and administering applications to enter Association competitions
- informing your members of statutory items, such as AGM notices
- informing HMRC of 'Gift-Aid' donations
- informing you of the results of Association competitions

The lawful basis for processing are Legal Obligation and Contract.

## **Matches and Competitions**

- sharing contact details with club captains, vice-captains or team managers to help manage team selection for matches
- sharing contact details with opponents to help arrange competitions
- sharing contact details with internal league organisers

The lawful basis for processing is Legitimate Interests. Your members can ask for details not to be shared, but this would make it difficult for their inclusion in matches and competitions.

## **Social Activities**

- sending information on Association events, such as social evenings
- sending information on Association news, such as player's successes
- informing them of any Coaching activities and coaching sessions

The lawful basis for processing is Consent. They will not receive these communications automatically, and will need to let the Association know that they wish to receive them (opt-in). They can choose to stop receiving these communications (opt-out) by informing the Association Hon Secretary.

## **Who do we share personal data with**

If your members have entered Association competitions, we will forward their name, telephone number and email to the other competitors to allow for communication and match arrangements. We do not share the personal data outside of the UK.

## **How long do we keep personal data**

We will hold onto personal data for as long as the activities last. Some records may be held for longer, such as records submitted to HMRC, but will be securely destroyed after seven years.

The data stored is reviewed annually. Old and incorrect data is deleted from the system and from any backups.

## **How do we store personal data**

We have in place a range of security safeguards and software to protect personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

The data is held by one or more of the following methods

- Entirely on a Paper Based filing system held by the Match, League, and Hon Secretaries.
- On a database/spreadsheet/external membership management system, held by the same secretaries and accessed by committee members/coaches as appropriate.
- The Club's website, provided by a third party, which stores personal data as part of our online account. The website company have their own Privacy Policy. See our web site for details. If there are any concerns over the account details, the Association should be contacted as the Data Controller.

## **Special category data**

We will only collect health data on medical conditions for the safety of your member at Association functions. This information is securely held, and is not available to the public. It is optional whether these details are provided.

## **Children**

We collect additional information on parents and/ legal guardians in line with our Safeguarding Policy. We never disclose the child's details without the prior consent of the parents.

## **Your rights to control personal data of your members**

The GDPR provides your club with a number of rights over the personal data of your members held by the Association. At any time you can:

- request information about how the Association handles the personal data.
- request details to be updated or deleted.
- submit a 'Subject Access Request' (SAR), which will require the Association to provide you with specific details about how and where your details have been used.
- restrict or object to the way details are used, such as opting-out of the Club's communications.

## **Availability and changes to this policy**

This policy is available from the Association Hon. Secretary. The policy may change from time to time. If we make any material changes we will make affiliated members aware of this via email or letter.

## **How to complain**

If you are not happy with the way the Association handles the privacy of the data, you can complain, initially to the Hon Secretary and if not satisfied, to the Information Commissioner's Office (ICO). They are the UK's Data Protection watchdog or 'Supervisory Authority'. You can submit a complaint via <https://ico.org.uk/concerns/> or call 0303 123 1113.

## **Contact us**

If you have any questions about the Association's privacy policy or practices, please either email or write to:-

The Hon. Secretary  
Aldershot & District Bowling Association.

Contact details can be found on the Association Website.

***Privacy Notice approved by committee: Action 4.1 Meeting of 27<sup>th</sup> January 2019***