

Etwall Bowls Club - General Data Protection Policy (May 2018)

All membership organisations have a legal and moral duty to protect the data of their members. The GDPR became enforceable on 25th May 2018 and replaces the Data protection Act 1998. This covers the storage and use of 'Personal Data'.

Personal data is defined as any piece of personal information that can be used to identify an individual, either directly or indirectly.

This covers:

- Name
- Telephone numbers
- E-mail address
- Date of birth

Data collated about members is strictly limited to what the Club needs and is only used for those purposes. It is updated regularly and as accurately as possible from the information provided by members.

Member's data is held electronically on the Club Secretary's computer, in a file which is password protected. The only paper records the Club holds are the initial membership application forms completed by members, from which the electronic records are collated.

The Club will not share or disclose any members' data with another organisation with the exception of;

- a) Name and BCGBA number is submitted to each League in which the member is registered to play.
- b) Name and BGCBA number are submitted annually to the Derbyshire Crown Green Bowls Association.
- c) Name, Date of Birth, Gender and BCGBA number is submitted annually to British Crown Green Bowls Association.

All emails sent out arrives at your computer addressed just to you even though it may be a club-wide communication sent to everyone. As a result there is no possibility that your email address can be viewed by anyone else. The Club will not publish anyone's contact details in an email to the group without their permission.

Email recipients will now be informed with every transmitted email that they can unsubscribe if they so wish. Information on how to unsubscribe will be found at the end of each email.

Members data is deleted one year after they cease to be a member

We have not appointed a Data Protection Officer to oversee our compliance with data laws as we are not required to do so, but our Club Secretary has overall responsibility for data protection compliance within the organisation.

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

In the event of any query or complaint in connection with the information we hold about you, please email beverleynorth@gmail.com

