

Privacy Notice for Tilmanstone Welfare Bowls Club

(Data Protection Form attached)

The Tilmanstone Welfare Bowls Club (hereafter "the Club") treats your privacy rights seriously. This privacy policy sets out how we will deal with your personal information - that is, information that could identify or, is related to the identity of, an individual.

What personal information do we collect?

When you express an interest in becoming a member of the Club you will be asked to provide certain information. This includes:-

- Name
- Home address
- Email address
- Telephone/mobile number
- Date of Birth (if likely to enter age related competitions)
- Emergency contact details
- Member's health details - if relevant and required

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial membership application. Subsequently, the information will be collected via membership renewal forms, online contact forms or, from personal interview by coaches.

We rely on the following lawful basis as allowed by the UK GDPR for processing your personal data:

- Performance of a contract (UK GDPR Article 6(1)(b)) in order to provide membership services to you;
- Legitimate interests (UK GDPR Article 6(1)(f)) in order to retain records to properly administer and manage your membership;
- to protect your vital interests (UK GDPR Article 6(1)(f)) in emergency situations (health)

Where we collect, store and use information about your health, including any medical condition, this is known as "**special category data**" under UK GDPR because it is more sensitive personal information about you.

In relation to the special category personal data that we may process about you, we do so on the basis that:

- the processing is necessary for reasons of substantial public interest, on a lawful basis, for equality of opportunity or treatment;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is based on your explicit consent.

Where we are processing information based on your explicit consent, you can withdraw your consent at any time.

How do we use your personal information?

- To provide our Club activities and services to you
- For administration, planning, and management of our Club
- To aid any coaching sessions you engage in

- To communicate with you about your Club activities
- To monitor, develop, and improve the provision of our Club activities
- To confirm your age, for age related competitions, if relevant.

We will send you messages by email, other digital methods, mobile, telephone, and post, to advise you of Club activities.

Who do we share your personal information with?

We may disclose the information about you, including your personal information:-

- Internally - to committee members, coaches and playing team leaders, as required, to facilitate your participation in Club activities
- Externally - where we use an external membership management system and, with your consent, for products and services. Where such systems are used the committee has scrutinized the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- Externally - to the National Governing Body (Bowls England) and to Kent County Bowling Association and subsidiary associations, such as the Association of Kent Bowls Coaches. This is used for affiliation purposes and to be able to inform you regarding bowls related activities outside the immediate Club.
- Externally – with the Tilmanstone Miners Welfare Institute and Recreation Ground
- If we have a statutory duty to disclose it for other legal and regulatory reasons.
- Where we need to share your information outside of the Club and beyond that stated above, we will seek your permission and inform you as to who the information will be shared with, and for what purpose.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will be kept for the duration of your membership, and when your membership ends, it will be deleted within 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case, then the member(s) will be informed as to how long the information will be held for, and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform the Club as to any changes to their personal information. You can do this by contacting the Honorary Secretary at any time.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the Club holds on you, you can make this request by contacting the Honorary Secretary whose contact details can be found on the Contact tab of the website, or on the Club Notice Board. There may be certain circumstances where we are not able to comply with this request. This would include, where the information may contain references to other individuals, or for legal, investigative, or security reasons. We will respond within one month of the request being made.

How do we store your personal information?

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

Your membership information is held on a password protected spreadsheet by the Honorary Secretary.

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

Availability and changes to this policy

This policy is available from the Honorary Secretary. This policy may change from time to time. If we make any material changes, we will make members aware of this via email/club newsletter/meetings/Club notice board.