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HYKEHAM BOWLS CLUB

Data Privacy Policy

Overview

The General Data Protection Regulation (GDPR) sets out legal guidelines for the collection and processing of personal information and it replaces the Data Protection Act 1998. It will be in effect from the 25th May 2018. All organisations, including "not for profit" clubs, are required to be compliant with the requirements of the GDPR.

1. About This Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and member's rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.hykehambowlsclub.co.uk] or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

2.1 We are Hykeham Bowls Club. We can be contacted at Hykeham Bowls Club, Memorial Field, 319 Newark Road, North Hykeham, Lincoln LN6 9RY, email info@hykehambowlsclub.co.uk.

3. What information we collect and why?

Type of Information	Why We Collect This Information
Member's names, address, contact telephone number(s) and email address.	We use members' data for the administration of your membership. This enables the club to communicate information as and when necessary to the members and also for members to communicate with each other. We collect this data directly from our members when they join the club.
Names, e-mail address and telephone number of each Club Officer	To enable club members to be aware and if necessary to communicate with Club Officers we make this information available on the Club's website and in the Club's Yearbook.
Names, e-mail address and telephone number of each Club committee member	To enable club members to be aware and if necessary to communicate with Club Officers we make this information available on the Club's website and in the Club's Yearbook.
Data of Birth (Junior Members Only)	To ensure appropriate membership fees are charged.

Note : The GDPR refers to sensitive personal data as "special categories of personal data". We do not record any such special data.

4. Who has access to your personal data?

Members of the committee of the Hykeham Bowls Club have access to members' data in order for them to carry out their legitimate tasks for the organisation. Member's data is not shared with any third parties. League Captains will also be required to have access to team member's contact details in order to manage the team's league fixtures.

5. How is the Data Stored?

Membership details are stored on a computer in digital form as a spreadsheet. This information is stored on the computer associated with the Club Secretary. The computer used will have access restricted by the use of a suitable password. The club will not normally store any membership details on portable media and/or devices (laptops, USB Memory Sticks, etc.). Such devices will only be used for a limited time to aid the transfer of electronic data when for example there is a change of club officers. Any data will be deleted as soon as possible from any such devices after the transfer has been effected. Member's data will be secured by the routine creation of a backup to CD/DVD. Any such backup media will be held in a secure fashion by the appropriate Club Officer (usually the Secretary).

In order to provide members with effective communications, club officers may use member's email names and addresses in an email application's contact list. In such cases member's privacy will be protected by the sender using the "bcc" function in any "broadcast" club email communications.

Any and all paper based personal data (for example, Membership Information Forms) will be held securely at the premises of the appropriate club officer, normally the Club Secretary.

The club has found that it helps internal member communications by having club member's names and telephone numbers listed in the Club's Official Yearbook. Club members can opt in to this by indicating as such on the club's Member Information Form. Similarly, club officers and committee members can opt in to have some or all of their contact details included in the Club Yearbook.

6. How long we keep your data for, and why?

We normally keep members' data after they resign or if their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request. We would normally keep members' information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

7. Your Rights

You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed

8. Viewing and Maintaining Your Data

If you want to see the basic membership data we hold about you, you should contact the Club Secretary. If any part of your data requires to be modified please inform the Club Secretary who will make the necessary changes to the records.