DATA PROTECTION STATEMENT

To ensure the smooth running of the Club, Members' personal information including names, date of birth, postal and email addresses, and telephone numbers ('Data') is collected and stored by the Club.

This statement sets out our commitment to protecting data and how we implement that commitment with regards to the collection and use of data.

We are committed to:

- Ensuring that we comply with the data protection principles, as set out in the General Data Protection Regulation 2018 ('GDPR').
- Meeting our legal obligations as laid down by the Data Protection Act 2018 and the GDPR.
- Ensuring that Data is collected lawfully.
- Processing Data only in order to meet our operational needs or fulfil legal requirements.
- Taking steps to ensure that Data is up to date and accurate.
- Establishing appropriate retention periods for Data.
- Ensuring that rights in respect of Data can be appropriately exercised.
- Providing adequate security measures to protect data.
- Ensuring that a nominated Club officer known as the **Club's Membership Administrator**, is responsible for data protection compliance and provides a point of contact for all data protection issues.
- Ensuring that all Club Officers are made aware of good practice in data protection.
- Providing adequate training for any staff responsible for data.
- Ensuring that everyone handling data knows where to find further guidance.
- Ensuring that queries about data protection, internal and external to the Club, are dealt with efficiently.
- Regularly reviewing data protection procedures and guidelines within the Club.

Implementation of the Club's Policy

1. The principal administrative functions of the Club relating to data are performed by the Administrator.
2. Data supplied by Members initially to the Club's Membership Secretary, will be held on a secure and password protected Microsoft Office account maintained by the Administrator.
3. The Administrator is also responsible for supplying a relevant sub-set of the data for use in the Club's website whbowls.com which is currently administered by Lionel Reisman. Members who require access to the Members' section of this website need to apply to Lionel Reisman. The data disclosed on this website is limited to the name, email address and telephone number of Members.
4. Names, email addresses, phone numbers and other relevant membership information will also be recorded on Mailchimp, an external email automation platform, for the sole purpose of distributing messages to the membership.
5. Members who use the Rink Diary will also be required to submit their name and email address for this purpose where it will be held on a separate external secure and password protected specialist platform. The Administrator's role in this regard is limited to approving registrations and sending out password reminders.
6. With the consent of the Administrator data may also be accessed by Officers of the Club. This shall only be used to aid the efficient running of the Club, including the preparation of the annual Members' Handbook (in printed and digital format) and circulation to Members.
7. Data shall be accurate and, where necessary, amended by the Administrator.
8. Members will be invited to confirm upon joining, and upon membership renewal, that they are willing to supply data to the Club. Any data held will be removed on request.
9. Members may enquire at any time of the Administrator as to their Data and the enquiry will be dealt with within 21 days.
10. At any time Members may require that their Data (or part of it) is to be no longer held or used by the Club whereupon such data will be deleted from the Club's database, website, Mailchimp and Rink Diary, and records will not appear in the next printed Handbook and update to the digital Handbook.
11. When a member leaves the Club their Data will be deleted automatically.
12. Unless legally required to do so, or in connection with Bowls authorities to which the Club is affiliated, or maintenance of the Club's website, or external competitions, or the provision of information to tour operators and the like for organised social events, the Club will not disclose data to any third party, without the specific written consent of the affected Members. If data is so disclosed the Club will ensure that the recipient of the data does not disclose it further.

Mike Griffin – Secretary
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