

## BVBC Privacy Notice

The Belvoir Vale Bowls Club (hereafter 'the Club') respects your right to privacy. As part of our commitment to protect your privacy, we have produced this notice to explain what personal data we hold and how we use it. We also want to make you aware of your rights under the General Data Protection Regulation (GDPR). Our aim is to be fair and transparent about how we use your personal data, in order to foster greater trust between the Club and yourself.

### What personal data we hold and why

When you sign up as a member of the Club, you provide us with personal data on your membership form. The personal data will include your

- Name
- Postal address
- Telephone number(s)
- Email address

This is predominately the only personal information we hold. We may ask for health information and/or Emergency Contact details which are classed as 'Special Category Data' and requires greater protection, because of its sensitive nature.

### How 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 or emails. At the point that you first provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data via a tick box. This request will also be made on annual renewal. Your consent is required in order to ensure our compliance with data protection legislation.

### How we use your personal data

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

### Membership and Club management

- registering and administering your membership
- informing you of statutory items, such as AGM notices

The lawful basis for processing is Legal Obligation and Contract.

### Matches and Competitions

- sharing contact details with club captains to help manage team selection for matches

- sharing contact details with opponents/fellow bowls clubs to help arrange competitions
- sharing contact details with local league organisers
- sharing contact details with other members via the Club fixture card

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

## Social Activities

- sending information on Club events, such as social evenings and Club competitions
- sending information on Club news, such as members' successes
- to arrange social bowls and facilitate coaching

The lawful basis for processing is Consent. You will not receive these communications automatically and will need to let the Club know that you wish to receive them (opt-in). You can choose to stop receiving these communications by informing the Club.

## Who we share your personal data with

If you have joined as a playing member, not a social member, we are required to forward your name and email to Bowls Leicestershire. This is to validate your affiliation and to the national governing body – Bowls England. For further information of how your data is used by these organisations, please refer to their Privacy Notices.

We do not share your personal data outside of the UK.

## How long we keep your personal data

We will hold onto your personal data for as long as you are a member of the Club.

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

## How do we store your personal data?

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

- On a digital spreadsheet held by Malcolm Britton the Club Secretary
- The Club's website which stores personal data (match results) and pictures. [[www.belvoirvalebowlsclub.org.uk](http://www.belvoirvalebowlsclub.org.uk)]. If you have concerns over your details, you should contact the Club as the Data Controller.

## Photographs

We may take photographs of you attending matches or other events and we may wish to use them for marketing and advertising purposes, or publishing on our website. Unless you advise us otherwise, you expressly agree and consent to the use of any photographs which may include you without compensation. We will not use the images taken, or any other information you provide, for any other purpose. We will not include details or full names

(which means first name and surname) of any person in an image on our website, on video, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent.

## Special category data

We may collect emergency contact details and health data on medical conditions for your safety at the Club. This information is securely held and is not available to the public. It is optional whether you provide these details.

## 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 your personal data

The GDPR provides you with a number of rights over your personal data. At any time you can:

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

## Availability and changes to this policy

This policy is available online at [www.belvoirvalebowlsclub.org.uk](http://www.belvoirvalebowlsclub.org.uk). 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 / at meetings/ on notice boards.

## How to complain

If you are not happy with the way the Club has handled your data privacy, you can complain 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 Club's privacy policy or practices, please either:

- e-mail to [mrbritton1946@gmail.com](mailto:mrbritton1946@gmail.com)
- or write to the Club Secretary

Malcolm Britton, 34, Hall Orchard Lane, Frisby on the Wreake, Melton Mowbray, LE14 2NH