

Worcestershire Bowling Association

Privacy Policy

Introduction

This policy applies to personal information collected by Worcestershire Bowling Association and sets out the principles governing our processing of that information, in the way we use, keep secure and disclose it under Data Protection Regulations (**GDPR 2018**).

Your personal information which is necessary for us to operate our membership includes: - first and last names, address, post code, affiliated Club, telephone and / or mobile numbers, email address, age range, coaching and umpiring qualifications and DBS clearances (where applicable).

Worcestershire Bowling Association has chosen to use “Legitimate Interest” as the basis for holding your personal data and has completed (as required by the GDPR) a Legitimate Interest Assessment Form which is available to view on written request.

How do we collect this personal information?

All the information collected is obtained from you and your Club. This is usually at the point of your application for membership or annual renewal of club membership and/or entry to the County Championships.

At the point you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data.

Your consent is required in order to ensure our compliance with data protection legislation.

How do we use your personal information?

We limit the collection and use of your personal information. We will tell you the purpose for which we will process the information. Such purposes may include the following:

- Maintaining a Worcestershire Bowling Association database to facilitate administration and management

- Contacting you with information relating to your membership and details of events and other matters which we think may be of interest to you

- Communication information about fixtures

- Communicating membership information to Bowls England

The only members details shared with Bowls England are the names of the County Championship qualifiers and the details provided are: Name, email and telephone number and in the case of potential international trialists a date of birth.

If we are asked to share any other information, we will ask your permission.

Timescale

We will store your information electronically and/or paper-based from the point of collection for as long as you are a member of Worcester Bowling Association.

After you cease to be a member your personal information will be retained for a period of 1 year before being deleted/destroyed.

Security

We strive to protect the privacy and security of our database, and to maintain the reliability and accuracy of Personal Information. We will hold information collected by us on a computer and in other forms.

Although we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved, we take all reasonable steps to ensure security of all transmissions. We will send all emails BCC unless agreed otherwise. You need to accept the inherent security implications of providing information and will not hold us responsible for any breach of security or disclosure of information unless we have been proved to be negligent.

With whom do we share your information?

The people who may have access to some of your Personal Information are:-

- Executive Committee members of Worcestershire Bowling Association

- Worcestershire Bowling Association affiliated Clubs in the case of Qualified Coaches and Umpires

- Midland Counties Bowling Associations (Men) in the case of Qualified Umpires

- Three Counties Bowling Association (Men) in the case of Qualified Umpires

- South West League (Ladies) in the case of Qualified Umpires

- Bowls England (as previously described)

- Website administrator

Photographs

We may take photographs of you attending matches or other events and we may wish to use them for marketing or advertising purpose or publishing on the website. We will only include details or names of any person in an image on our website or in printed publications for a good reason. For example, we may include the full name of a competition prize winner.

Information Access and Corrections

You need to inform your club Membership Secretary of any changes to your Personal Information.

You have right of access under the General Data Protection Regulations to information we hold about you on our records.

Policy Changes

This policy may change from time to time. If we make any major changed we will inform you by email or letter.

Opt-out choice

You have the right to withdraw at any time your agreement to any of the consent options.

You have the right to withdraw your consent to having any photos of you published.

You have the right to decide that you do not wish to receive information from us.

You can withdraw any or all of these consents by e-malling or writing to the County Administrator/Secretary. Withdrawal of any consent will be acted on as soon as possible and in any event within 3 months.

Policy Adopted : 25th May 2018

Review date : 24th May 2019