



ASHCOMBE PARK BOWLING CLUB

Privacy Policy

This policy applies to all personal data/information collected by Ashcombe Park Bowling Club ("APBC"), and sets out the principles governing the:

1. Processing of such information.
2. Use of such personal information.
3. Storage of such personal information.
4. Disclosure of such personal information.

APBC only retains such personal information that is necessary for us to operate.

The General Data Protection Regulations (2018) cover the storage and use of Personal Data which is defined as follows:

"Any piece of personal information that can be used to identify an individual, either directly or indirectly. This includes such information such as name, home address, home telephone number, mobile phone numbers, email address and date of birth."

We are committed to safeguarding and respecting your privacy. We have not appointed a Data Protection Officer to oversee our compliance with data protection laws, but the Ashcombe Executive Committee has overall responsibility for data protection compliance in our organisation. This document explains how we may use personal information we collect before, during and after your membership of APBC. It also explains how we comply with the law on data protection and what your rights are. For the purposes of data protection as detailed below we will be the controller of any of your personal information.

This Policy applies to you if you are or have been a member of the APBC or any person who has communicated with us regarding the services and training provided by us.

1. Controllers of data

APBC Chair, APBC Secretary, APBC Treasurer, APBC Coaching staff, APBC

County Representative, APBC Safeguarding Officer.

2. Personal Information we may hold

Full Name, Postal Address, Telephone Numbers, Email Address, Year of birth

Health and disability information, Emergency contact details

3. How we collect and use personal information

All personal information is obtained from the Member through Membership Application Form, Voluntary Disclosure Form, Application for Expenses.

The information collected will be:

Used to enable the proper administration of the Club.

Used to pay any authorised expenses submitted by members. Bank details are held by the Club's bank, not the Club.

Used to ensure every member is up to date with their development and training.

Used to provide requested information to Bowls England, County Associations and Clubs.

4. How long do we hold information for?

We will store information electronically or in paper form. All information held is updated annually. Any member who is no longer a member shall be removed from the active lists. In respect of death, those details will be removed at the end of the financial year.

5. Opt-out choice

You have the right to withdraw at any time your agreement to the use and sharing of the information provided. Please inform the APBC Secretary accordingly.

If at any time you do not wish to receive information from the APBC please inform the APBC Secretary in writing or by email. Withdrawal of consent will be acted upon within 28 days of receipt of such notification.

You should be aware that withdrawing your consent could affect your ability to take part in competitions that require your registration with the relevant body, and the ability of the Club to communicate with you.

6. Data Subject Requests

Members have a right to request and inspect data that APBC holds on them. Data Subject Requests must be fulfilled by the Club within 28 days.

7. Photographs

The APBC may use photographs and videos of members and others attending training, matches or other events for publishing on the APBC website or for publishing in printed or social media. We will only include details of names of any person in an image on our website or in media publications for a good reason and with consent.

Juniors (under 18 years of age) will only have their photographs published in any form if the APBC Secretary has the written consent of the relevant parent and/or guardian.

8. Website

The current website address for the APBC is <https://www.ashcombeparkbowlingclub.co.uk>

9. Social Media

Photo's & club news may be promoted on our social media pages.

10. Information Corrections

Any member who has a change of information should notify, by email or in writing, the APBC Secretary particularly if moving house, changing mobile/land line or email address. Changes to Bank Details should be communicated to the Treasurer.

11. Security

We will strive to protect the privacy and security of our records and to maintain the reliability and accuracy of personal information.

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 the security of all transmissions.

We will send all emails to multiple recipients using the "bcc" option unless agreed otherwise. You accept 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.

12. Policy Changes

This policy may change from time to time. If we make any major changes, we will inform all members either by email or letter.