

Hornsey Bowls Club

Data Protection Policy



Introduction

Hornsey Bowls Club (HBC) is an applicable organisation under the Data Protection Act (1998) and the General Data Protection Regulations (2018). This Policy applies to **Personal Information** collected by **HBC** and sets out the principles governing our processing of that information, and the way we use, keep secure, and disclose it.

By providing **Personal Information** about yourself to **HBC** you agree to our processing, storing, and using that information in accordance with the principles set out in this Data Protection Policy. We will always deal with your personal information fairly and in accordance with your instructions.

By submitting **Personal Information** to Hornsey Bowls Club website (www.hornseybowlsclub.co.uk) you agree that we may process it in the manner described in this Policy. We remind you that this Policy does not apply to third party links beyond this website. If you select a third party link you will be directed to that third party's site. We strongly advise you to review the Data Protection Policy and terms and conditions of every site you visit.

Your **Personal Information** that is necessary for us to operate our membership includes full name and title, postal address, telephone, and/or mobile numbers and email address.

We will process your **Personal Information** using your consent as the lawful basis for controlling and processing the data. We will request your authorisation for processing your **Personal Information** as described below at the time of application or at renewal of membership

You can refuse to give consent to any of the individual requests without detriment to your membership of **HBC**.

Use of Personal Information

We limit the collection and use of your **Personal Information**. When we ask you for **Personal Information** we will tell you the purposes for which we will process that information. Such purposes include the following:

Maintaining our membership database to facilitate the administration and management of the club.

Contacting you with information relating to your membership or application for membership, and details of events and other matters which we think will be of interest to you.

Communicating information to affiliated bowls clubs about fixtures.

Communicating membership information to Middlesex Bowls Association, Bowls England, and Bowls Development Alliance.

We will not reveal any of your information to any external organisation unless we have previously informed you that this will happen through disclosures or agreement and we have obtained your permission to do so.

Timescale

We will store your **Personal Information** in encrypted electronic form and paper based form from the point of collection for as long as you are a member of the club. After you cease to be a member your **Personal Information** will be retained for a period of 3 months before being deleted/destroyed. After you cease to be a member you will have the option of giving your express consent for your **Personal Information** to remain on our database for the purposes of social membership relating to **HBC** news and events only.

Opt Out Choice

You have the right to withdraw at any time your agreement to any of the individual consent options by writing to the Club Secretary or Director.

If now or at any time in the future you decide that you do not wish to receive information from us please inform the Secretary or Director by email or letter. Withdrawal of consent will be acted on within 3 months.

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 prevent this from happening. You 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.

Information Access and Corrections

You have a right of access under the General Data Protection regulations to information we hold about you on our records. The accuracy of **Personal Information** depends on the information you provide to us so we recommend that you let us know if there are any errors in your **Personal Information** and keep us up to date with changes to your **Personal Information**.

Organisations to which we may disclose your Personal Information

Committee members of **HBC** who will operate in accordance with data protection protocols.

Other **HBC** members.

Other clubs affiliated to Middlesex Bowls Association, Finchley & District Bowls Association, Bowls England, Bowls Development Alliance, and North London Thursday Bowls Association.

Photographs

We may take photographs of you attending matches or other events and we may wish to use them for marketing or 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 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. We may include the full name of a competition prize winner if we have their consent.

Data Protection Policy Changes

Any changes are likely to be minor but **HBC** may change its **Data Protection Policy** from time to time and at our sole discretion. We encourage members to check this Policy frequently for any changes.

HBC Data Protection Policy version 1.