

## Norfolk Bowls Association



# General Data Protection Regulation (GDPR) PRIVACY POLICY

### **Introduction**

This policy applies to personal information collected by NORFOLK BOWLS ASSOCIATION and sets out the principles governing our processing of that information, in the way we use, keep secure and disclose it under the General Data Protection Regulations (2018). Your personal information that is necessary for us to operate your Club affiliation and individual membership includes given and last names, address, post code, telephone and/or mobile numbers, email address and in some circumstances date of birth.

The Regulations covers the storage and use of Personal Data which is defined *“as 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 number, e-mail address & date of birth”*

The advice given is that *“GDPR states that Personal Data can be held, **without the need for consent**, if it is adequate/relevant/non-excessive”*. This means that as long as the County Association reasonably considers the storage of Personal Data to be relevant and non-excessive, they can continue to hold it without the need for consent.

The intention of this Policy is to demonstrate how we endeavour to comply with the General Data Protection Regulations (2018).

We are committed to respecting your privacy. This Policy is to explain how we may use personal information we collect before, during & after your affiliation/membership with us. This also explains how we comply with the law on data protection, what your rights are and 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 a member of a Club affiliated to the Norfolk Bowls Association or any person who has communicated with us with regarding the services provided by us.

References to **we, our or us** in this Policy are to Norfolk Bowls Association

### **1) Data Controllers**

The Data Controllers for the Norfolk Bowls Association are the Men’s & Ladies Secretaries, Men’s Match Secretary, Ladies Assistant Secretary, Men’s & Ladies Competition Secretaries, Men’s & Ladies Treasurers, Ladies Benevolent Secretary & County Administrator. The County has not formally appointed a Data Protection Officer. These duties will be undertaken by the Data Controllers.

### **2) How do we collect & use this personal information?**

All the information collected is obtained directly from County Officers, Club Officers & Club members and other persons who may contact us. This is at the point the personal information is provided. We

limit the collection and use of personal information to that which is adequate, relevant & non excessive and will process & use the information for:-

- a) use by County Officers to enable the proper administration of the Norfolk Bowls Association
- b) use by Clubs affiliated to Norfolk Bowls Association and it's members by way of the information shown on our Website ([www.norfolkbowls.co.uk](http://www.norfolkbowls.co.uk)) & in our County handbooks
- c) use by our National Governing body, Bowls England and other relevant bowling Associations to enable their proper administration.

Details of the information held, where it is held, how it is held, who has access to it & with whom it is shared is available on request to the County Men's & Ladies Secretaries. If we make material changes to what we hold, use & share we will seek permission.

### **3) Timescale**

We will store the information electronically and in paper-based form from the point of collection for as long as you are an affiliated Club of the Norfolk Bowls Association or a current member of an affiliated club. After you cease to be an affiliated Club or advise us that you are no longer a member of an affiliated Club, the information will be retained for a period of 3 months before being deleted or destroyed.

### **4) Opt-out choice**

You have the right to withdraw at any time your agreement to the use & sharing of the information provided by informing the Men's or Ladies County Secretary in writing.

If now or at any time in the future you decide you do not wish to receive information from us then please inform the Men's or Ladies County Secretary by email or letter. Withdrawal of consent will be acted upon within 3 months.

### **5) Security**

We strive to protect the privacy and security of our records and to maintain the reliability and accuracy of personal information. We will hold information collected by us on Officers computers 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 the security of all transmissions. We will send all emails to multiple recipients using the <BCC> option unless agreed otherwise. 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.

### **6) Photographs**

We may take photographs of you attending matches or other events and we may wish to use them for publishing on our website or for publishing in printed media. We will only include details of 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 & the Competition in question).

### **7) Website**

The Norfolk Bowls Association website address is [www.norfolkbowls.co.uk](http://www.norfolkbowls.co.uk). Please refer to the "Terms & Conditions" as shown on the website regarding its use.

**8) Information Access and Corrections**

You need to inform the Men's or Ladies County Secretary of any changes to your personal information and you have the right of access under the General Data Protection Regulations to the information we hold about you on our records.

**9) Policy changes**

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

**Policy adopted: 18<sup>th</sup> May 2018**

***Version 2: 3rd July 2018***