



## **HUCKNALL TITCHFIELD PARK BOWLS CLUB**

### **PRIVACY NOTICE**

#### **What personal data does Hucknall Titchfield Park Bowls Club collect?**

The personal data we routinely collect are members' names, postal addresses, email addresses and telephone numbers. We collect this data directly from our members when they join the club.

#### **What is the legal basis for collecting this data?**

The General Data Protection Regulation 2016 (GDPR) is the legal framework that sets guidelines for the collection and processing of personal information.

We collect personal data necessary for the lawful purposes of our membership club and a participant in a nationally recognised and regulated competitive sport.

#### **What is this personal data used for?**

We use members' data for the administration of our membership, communication of information to our members and organising the club's matches and events.

#### **Who has access to your personal data?**

Committee members of Hucknall Titchfield Park Bowls Club and its team captains have access to members' data to carry out their legitimate tasks on behalf of the club.

#### **Who is your personal data shared with?**

Members' names only are provided to the lawn bowls organisations to which the club is affiliated for the purpose of registration. Phone numbers are however often required when individuals enter external competitions.

Your personal data is not passed on by us to organisations other than those indicated above, whether or not connected with lawn bowls.

#### **How is your personal data stored?**

We store your personal data in digital form on the personal computers of the club's Secretary, Treasurer and Fixture Secretary and in the form of printed documents held by the club's Secretary and Treasurer.

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR there is no requirement for us to have a Data Protection Officer. The Club Secretary is responsible for ensuring we discharge our obligations under the GDPR.

### **How you can check what personal data we hold about you?**

If members want to see the membership data we hold about them, they should contact the Club Secretary.

### **How can you ask for personal data to be removed, limited or corrected?**

You must maintain your club membership with your correct name but can limit your contact details. However we do need to have at least one method of contacting you. You could for example just maintain an up-to-date email address, or may choose not to receive emails from the club. We do not send emails on behalf of other organisations.

Amendments to your personal information can be made by contacting the Club Secretary.

### **How long do we keep your personal data?**

We will normally keep members' personal data after they resign or their membership lapses in case they later wish to re-join. However, the club will delete former members' contact details on request.