

GDPR Privacy Notice

ANGEL INDOOR BOWLS CLUB LTD

PRIVACY NOTICE

Who we are

Angel Indoor Bowls Centre (AIBC) is a Bowls Club affiliated to the English Indoor Bowls Association (EIBA) whose main purpose is to provide facilities for and to actively promote participation in the playing of indoor bowls. Membership of the club and subsequent use of our facilities is open to all without discrimination.

AIBC is committed to protecting the privacy rights of its members. This Privacy Notice sets out why we collect and how we use information about you. We are a data controller and we will process your data in accordance with the EU General Data Protection Regulation 2016/679 ("**Data Protection Legislation**") together with all other applicable laws which relate to the processing of personal data.

[The Council of Management, Individual officers of the various Club Committees, as well as team captains, coaches and managers may act as data processors].

Why we keep personal data and our legal basis for doing so

AIBC collects and uses your personal data in order to run the club efficiently and to provide our members with the information they expect to receive. To do this the Board of Directors, committees and others involved in the organisation of the club need to know who our members are and to be able to communicate with them.

The legal basis for collecting and using your personal data by AIBC is that it is necessary for the purposes of ensuring the club bowling and social events are run efficiently as described above and that the purposes for which the data is used cannot be achieved in any other, less intrusive, way.

What we keep and what we do with it

The “information” held by AIBC includes personal data, which means information that can be used to identify a natural person. This includes your contact details as provided by you such as your name, address, telephone number, email address and car registration number. For Junior members we also collect and store date of birth, parental contact details and relevant medical details as provided by your parents.

AIBC will collect, keep and use information about you as set out in this Privacy Notice and in accordance with the Data Protection Legislation, in particular

- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

We do not record or keep any members’ bank account details.

We will use the information to organise and to keep you informed of AIBC activities (in particular bowling matches, bowling related activities and social events), to send you newsletters and reminders to renew your membership.

The information is held electronically on personal computers and in paper form as required. Every effort is made to ensure that your data is secure.

Who has access to your information

The data of all members of AIBC is held by the Membership Secretary. Individual members’ details are made available to and held by Board of Directors, other Committee members, and managers and other members involved in organising activities as and when required.

We use reputable third-party service providers (eg MailChimp and Horizon) to manage our communications and membership data.

Who we share it with

AIBC only shares your personal data with other members of AIBC for the purposes of bowling related activity or activity associated with the club.

Additional consent will be obtained from members should their personal data be required for other bowling activities i.e representing the Club in external competitions.

We may also disclose your personal data (including sensitive data) where we are required to do so by law without your consent e.g. protecting the vital interests of a member or other person.

Other than for the above reasons, we do not and will not share your information with anyone else inside or outside of AIBC without your consent.

How long we keep it

Normally we will keep your information for the duration of your membership of the club and for up to 18 months after your last payment becomes due unless you tell us that you do not wish to re-join. If you inform us that you are cancelling your membership all your data will be deleted from the electronic record as soon as possible and in any event within 4 weeks from us receiving that information.

Your rights under the GDPR

You have the right to:

- Request details of the processing activities we carry out with your personal data
- Access the data held (a copy of your data will be provided on request)
- Request any inaccuracies or out of date information be corrected
- Request your details be deleted from our records (in which case you will cease to be a member)
- Request that the way in which we use your personal data is restricted

You have the right to object to the use of your personal data at any time.

If you wish to exercise any of the rights outlined above or have any other questions in relation to this Privacy Notice please contact AIBC office.

angeloffice@angelibc.co.uk or 01732 771262