



## BOWLS SURREY

GDPR - (General Data Protection Regulation)

### PRIVACY POLICY

This policy applies to all personal data/information collected by Bowls Surrey ("BS") for clarification this includes Surrey County Bowling Association ("SCBA") and Surrey County Women's Bowling Association ("SCWBA"), and sets out the principles governing the:

1. What personal information we collect;
2. Processing of such personal information;
3. Use of such personal information;
4. Storage of such personal information;
5. Disclosure of such personal information.

BS only retains such personal information that is necessary for us to operate your Club affiliation, which is as follows: -.

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

*"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 numbers, email address and date of birth".*

The advice given is that:

*"GDPR states that Personal Data can be held, **without the need for consent**, if it adequate/relevant/non-excessive".*

This means that as long as BS reasonably considers the storage of Personal Data to be relevant and non-excessive, they can continue to hold it without the need for consent.

We are committed to safeguarding and respecting your privacy. This document explains how we may use personal information we collect before, during and after your affiliation/membership with BS. It 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 Bowls Surrey or any person who has communicated with us regarding the services provided by us.



### **1. What personal information we collect?**

During the club affiliation process, BS collects the following:

- Club Member's names
- Email addresses
- Telephone numbers

Under certain circumstances additional information is collected:

- Home address.
- Date of birth (only for entrants to age related County Competitions and members of the County under 25 and under 31 squads, under 25 competitions).

Additional information is collected for:

- Specified Club Officers
- County Officers and members of the BS Board
- County qualified markers and umpires
- County competition and tournament entrants

### **2. Controllers of data** – BS Administrator, BS Treasurer, BS Assistant Treasurer, SCBA and SCWBA Secretaries, SCBA and SCWBA Assistant Secretaries, SCBA and SCWBA Match Secretaries, SCBA and SCWBA Competition Secretaries.

### **3. How we collect and use personal information**

All personal information is obtained through the person nominated by their Club to complete the on-line the County Affiliation System. Information is also received from County Officers, and members directly.

The information collected will be used for:

- 2.1** Use by County Officers to enable the proper administration of BS;
- 2.2** Use by Clubs affiliated to BS and it's members by way of the information shown on our Websites: Surrey County Bowling Association and Surrey County Women's Bowling Association and in the County Handbook;
- 2.3** Use by the National Governing Body, Bowls England and other relevant bowling associations to enable their proper administration.

All information is stored on the Bowls Surrey Affiliation System, which is accessible by the Bowls Surrey Match system and the Bowls Surrey Competition system.



#### **4. How long do we hold information for?**

We will store all information electronically. All information is updated annually. Any member who is no longer affiliated, shall be removed from the system. In respect of death, as soon as we receive notification from the club or relative of the deceased, those details will be removed from the database immediately.

#### **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 **SCBA or SCWBA County Secretaries** accordingly.

If at any time you do not wish to receive information from BS please inform the **SCBA or SCWBA County Secretaries** in writing or by email. Withdrawal of consent will be acted upon with one month of receipt of such notification.

#### **6. Photographs**

BS may take photographs of players attending matches or other events and may wish to use them for publishing on SCBA and SCWBA websites 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 competitions prize winner)

Juniors (for example under 18) will only have their photographs published in any form if SCBA and/or SCWBA Secretaries have the written consent of the relevant parent and/or guardian.

#### **7. Websites**

The current website addresses for SCBA is [www.surreycountybowls.co.uk](http://www.surreycountybowls.co.uk) and for SCWBA is [www.ladiesbowlsurrey.co.uk](http://www.ladiesbowlsurrey.co.uk). BS does not have its own designated website but this will be under construction during 2021.

#### **8. Information Access and Corrections**

A number of members will have access to their own personal information and will be amend accordingly during the year, particularly if moving house, changing mobile/land line or email addresses. Those that do not have personal access should notify by email or in writing to either of the County Secretaries.

#### **9. Security**

We will 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 the relevant Officers' computers.

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 shall use our best endeavours to 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.

**10. Policy Changes**

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

**Policy agreed and adopted by the BS Board on:**