



## **Basingstoke Bowling Club Privacy Notice**

We are a data controller for the personal data processed within the Club and this privacy notice explains the way in which we use your personal information as a member and your rights in respect of the personal data held.

### **The Type of Information We Collect**

The Club holds for all members their name, address, post code, home and, where known, mobile phone number, and email addresses. We also collect data relating to health and disability where relevant to membership of the club, this is known as Special Category data and is given extra protection under data protection law.

This data is collected when a member joins the club and is changed from time to time at the request of the member.

### **How We Use Your Information**

The personal data collected is used to administer club affairs such as arranging matches and organising club events. The personal information collected will be restricted to what is required to effectively run the club.

The legal Basis under UK-GDPR for processing data is legitimate interest – the club has a legitimate interest in processing members personal data to allow them to enjoy the benefits of being a member and to participate in club activities, and this interest is not overridden by the rights and freedoms of the data subjects, who benefit also from the processing of their data.

Where special category data relating to health is held, this is held for the assistance of the member concerned and is processed with their consent – the member can at any time withdraw that consent in which case the data specifically relating to their health condition will be erased.

### **How We Share Your Information**

We may share your personal information with other Bowling Associations or organisations to which the Club is affiliated, where it is needed by those Associations or organisations in order that they can inform other affiliated members of, for example, selection for Association matches, participation in competitions, maintenance of a register of affiliated members for insurance and other benefit purposes.

### **Marketing**

The Club do not share your data with anyone for marketing purposes, however we will contact you from time to time about club events, social activities and trips. You will have been asked to consent to this type of communication when joining the club, however you can withdraw consent at any time by contacting [secretarybtbc@outlook.com](mailto:secretarybtbc@outlook.com)

### **Data Security**

The personal information is held on personal computers by those club officials with the need to process such information, principally the Treasurer and Secretary. Names and phone numbers are made available to all members on the Club fixture card. Those who are custodians of the data will take all reasonable steps to ensure it remains secure.

### **Data Breaches**

In the event of a data breach posing any kind of threat to members personal information the Club will inform the affected individuals within 72 hours.

### **Automated Decisions**

Under data protection law, you have a right to have any automated decisions reviewed by human intervention. However, the club undertake no automated decisions.

### **How Long We Keep Your Information For**

Personal information will be kept for as long as a data subject remains a member of the club, to continue to fulfil the purpose for which it was collected.

Upon leaving the organisation, personal data will be kept for 6 months for administration purposes, after which it will be erased. Any request to have data erased whilst still an active member will be considered against the purposes for which the data was collected, but it is likely a person can no longer be an active member if all personal data is required to be erased by the member.

### **Your Rights**

Under data protection laws, you have the following rights:

- You can submit a request to find out about the information we hold about you.
- You can request some of your personal information to be ported (also known as “data portability”) to yourself or another organisation (although this will not apply to the club)
- You can request that we correct your personal information if it is incorrect or incomplete.
- You can request that we delete your personal information (also known as the “right to erasure” or the “right to be forgotten”).
- You can request that we stop processing your information and only store it (also known as the “right to restrict processing”).
- You can object to the processing of your personal information if we are processing under the “legitimate interest” lawful basis.
- You can object to direct marketing at any point and request to be removed from future e mails that advertise club events
- You can request that an automated decision is reviewed by a human (not applicable to the club).
- If we are relying on consent or explicit consent as our lawful basis, you can withdraw your consent for processing at any time.
- You can complain to the Information Commissioner's Office about our processing of your personal information [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

If we are unable to respond to your request, we will fully explain why.

If you would like to know more about your rights, you can find out more information on the ICO's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>

You can exercise these rights by contacting us.

### **Contacting Us**

If you have any queries or requests relating to this notice or how we use your data, you can contact us at [secretarybtbc@outlook.com](mailto:secretarybtbc@outlook.com)