

## **NORTH TAWTON BOWLING CLUB      Privacy Policy (Members)**

North Tawton Bowling Club (NTBC) is a members bowls club.

NTBC takes your privacy seriously and this privacy notice sets out how we use your personal information, who we share it with, how we keep it secure and your rights as a data subject.

### **What we need from you**

If you do not provide us with all the personal information that we need, this may affect our ability to offer you your benefits of membership.

NTBC holds the following contact information on all members:

- name
- landline/mobile number
- email address
- postal address

NTBC may also hold:

- banking details
- information relevant to coaching and playing (health conditions)
- photographs in which the individual is a subject

### **Why we need your personal information**

We need to collect your personal information so that we can manage your membership.

We will use your personal information to:

- process your membership application and/or renewal
- provide you with the benefits of membership
- communicate with you about your membership and the benefits of membership using the email address, telephone number or postal address which you have provided
- holding general meetings, including issuing notices and details of voting arrangements
- capture photographs for the purposes of promotion and recruitment, and sharing of information about NTBC activities
- distribute relevant information to you
- produce a New Members Handbook, and an outdoor season Fixture List, which act as members directories
- produce team lists and fixture details for indoor short mat bowling
- process membership fees and competition fees
- organise and promote activities, and manage safety and risk of those activities
- respond to your questions, comments, or complaints

## **Who we share your personal information with**

NTBC produces a Fixture List and New Members Handbook, which include members phone numbers, which are circulated to members.

We share your name with Bowls Devon and Bowls England for the purpose of affiliation to those organisations.

We share your name and telephone number with Bowls Devon when you enter Bowls Devon competitions.

We share your name with the Devon County Short Mat Bowling Association (*if you are an short mat member*).

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations.

## **Website**

NTBC uses members names to allow rink booking through the website.

Use of the NTBC website by individuals is outside our control and is subject to the privacy policy and terms and conditions of the provider.

## **Sharing with others**

If we want to share your personal data with anyone else for any other purpose, we will ask your permission first. You will be able to refuse to agree and we will respect your decision.

## **How we protect your personal information**

Access to your data is restricted to those requiring it for the purposes set out above. Only necessary information is collected. Suitable controls and security are in place to protect your data.

## **How long we keep your personal information**

### **a) Incomplete membership applications**

We will delete any partially complete applications from our database after six months.

### **b) Lapsed members**

We only keep your personal information for as long as necessary to provide you with membership benefits. Unless you ask us not to, we will review and delete your personal information after two years.

Information which has been published in Handbooks and Fixture Lists will be retained indefinitely for historic reference purposes.

## **Rights of the data subject**

You have the right to:

- be informed, this privacy policy provides that information
- access your data – requests should be made in writing to the Club Secretary
- amend or correct data – please contact the Club Secretary. Where information has been shared with Bowls Devon and Bowls England, changes will be communicated or revised at the next opportunity.
- Request that we delete your personal information – though that may affect our ability to provide you with your membership benefits
- Restrict processing – if you do not want your data used for certain purposes then please contact the Club Secretary.

## **Data Protection contacts**

Club Secretary, Anita Lamey, 36 Fore Street, North Tawton EX20 2DT

You also have the right to raise a complaint with the ICO UK at [www.ico.org.uk](http://www.ico.org.uk)

## **Currency**

NTBC may review and update this policy from time to time.

This policy is effective from 1 December 2021.