

# Dunblane Bowling Club



## Appendix A

(Updated: August 2020)

## Data protection :- Policy

### **Introduction**

Dunblane Bowling Club needs to gather and use certain information about individuals. These can include members, suppliers, contractors, business contacts, employees, volunteers and other people the club has a relationship with or may need to contact.

This policy explains how this data should be collected, handled and stored in order to meet the club's data protection standards and comply with the General Data Protection Regulations (GDPR).

### **Why this policy exists**

Dunblane Bowling Club is committed to ensuring that it complies with the General Data Protection Regulations principles, as listed below:

- Complies with data protection law and follows good practice
- Ensures that data is collected and used fairly and lawfully
- Processes personal data only in order to meet its operational needs or fulfil its legal requirements
- Protects the rights of our members, volunteers and partners
- Is open about how it stores and processes individual's data
- Protects itself from the risks of a data breach

### **Roles and responsibilities**

Dunblane Bowling Club is the Data Controller of the personal information that you provide to us and will determine what data is collected and how it is used. This policy applies to all those handling data on behalf of Dunblane Bowling Club including: Committee members, Members, Employees, volunteers, & suppliers

It applies to all data that Dunblane Bowling Club holds relating to identifiable individuals, this can include:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Photographs taken during events and club activities
- ...plus any other personal information held (e.g. financial, correspondence and any disciplinary information).

No financial information (e.g. Bank details) is held by the club although, where individuals have provided details of their Bank account, for the purposes of receiving BACS payments, that information is held within the Bank's own system accessible only by authorised Officers

Any questions relating to the collection or use of data should be directed to the Committee.

## Why we need your personal information

**Contractual purposes:** - We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- Provide you with core member services, e.g. access to bowling activities such as competitions, PVG checks where appropriate and social activities;
- Send you Club Notices by post or email in relation to essential membership services, including but not limited to, membership renewals, general meeting notices, membership fees, competition notices and newsletters etc.,
- Communicate with bowling members about participation in bowling events/competitions (including communications with other members)

**Legitimate purposes:** - We also process our members' / volunteers' personal information in pursuit of our legitimate interests to:

- Promote and encourage participation in the sport of bowls by entering members in competitions or providing information to enable members to participate in bowling events.
- If your personal information is included in any images or videos taken by us at our competitions and events, we may share this for promotional and or journalistic purposes.
- Provide encouragement to others by adding names of Champions and Presidents to the honours boards.
- Develop and maintain our members' qualifications, including sending email communications to members to inform them of upcoming courses, renewal requirements and verify that they have completed any mandatory training and PVG / child protection requirements.
- Respond to and communicate with members regarding questions, comments, support needs or complaints, concerns or allegations in relation to the sport of bowls.
- Where we are affiliated to other bowling organisations, or members are required/require to be affiliated to other bowling organisations such as Bowls Scotland, we may share your name and membership category (as appropriate) with such organisations. In the event that at we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

**Legal obligations:** - We are under a legal obligation to process certain personal information relating to our members and volunteers for the purposes of complying with our obligations under The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults

## **Other ways we use your personal information**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children. We may also share personal information with our professional and legal advisors for the purposes of taking advice

## **Consent**

We will assume that members are agreeable to receiving information from the Club informing them of what is happening within the Club. This may take the form of postal communications, e-mails or telephone calls.

We will assume that members are agreeable to their telephone number being available in the telephone list located in the clubhouse and the member's page of the Dunblane Bowling Club website so that they may be contacted by their opponent.

Members choosing not to be contacted by any particular means should complete the members opt out form and return to the Club Secretary of their preferences.

It should be noted that all members wishing to participate in competitions need to provide their name and a telephone number or email address so that they may be contacted by their opponent

## **Data protection procedures**

Dunblane Bowling club has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

### **General procedures**

- Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored on paper it will be filed carefully in a locked filing cabinet.
- When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
- We will keep records of consent given for us to collect, use and store data. These records will be stored securely.
- We will maintain a mailing list. This will include the names and contact details of people who wish to receive publicity and fundraising appeals from Dunblane Bowling Club
- We will not use the mailing list in any way that the individuals on it have not explicitly consented to.

### **Your rights**

You have a right to request access to the personal information we hold about you by making a subject access request. If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete it; you have a right to request that we restrict the processing of your personal information for specific purposes and if you wish us to delete your personal information you may request that we do so.

You can exercise any of the above rights by writing to the Club Secretary.

# Dunblane Bowling Club

(Updated: August 2020)



## Data Protection: - Privacy Statement

When you register as a member of Dunblane Bowling Club we will ask you for personal information. We want to make sure that you know what data we collect from you as a member and why we need the information.

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

We need to collect and store our members details so that we can manage your membership, for example your name, postal address, email address and telephone numbers, so that we can let you know about competitions and event dates, subscription payments, AGM's and financial statements. We may also collect Photos or video footage taken by us at events for use in our website

We check what data we have on members every two years and remove all details if we no longer need them. If you leave the club, we'll make sure we stop using and/or delete any data we don't need to keep unless you ask us to retain your details as a means of remaining in touch with the club.

Although the information detailed may be needed to manage your membership and to organise and run our club competitions and activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

### **Do we share your Information?**

As a member of Dunblane Bowling Club we will add your email and postal address to our mailing list for all communications. We will also add your telephone numbers to our member's telephone list located in the clubhouse and the members page of the Dunblane bowling club website.

- We will never give your data to third parties for that third party to use.
- We will sometime use third party services (e.g. website) to store or process some data. We will always make sure that they are reputable and secure, and that your data is kept safe.
- If another member of Dunblane Bowling Club asks for your contact details we will only ever share them with your consent.

Members may choose to withhold some or all of the above information but it should be noted that all members wishing to participate in competitions need to provide their name and a telephone number or email address so that they may be contacted by their opponent

However you can withdraw your consent at any point by completing the form detailed below and return to the Secretary. If you have any questions or would like any further information, please feel free to contact any member of the Committee

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## Data Protection :- Members Opt Out form

I am aware that Dunblane Bowling Club will collect, hold and use some of my personal data for membership administration purposes. However I would like to opt out of the following areas

Full name:

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Email address:

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Postal address:

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Tel. No. home:

Tel. No. Mobile:

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Signature:

Date:

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I would request that my personal contact details are not made available to other members of the Bowling Club. Please tick below as appropriate.

Email address  Postal address  Tel No home  Tel No Mobile

I would request that my telephone numbers are not made available in Member's page of the Dunblane Bowling Club website. Please tick below as appropriate.

Tel No home  Tel No Mobile

I would request that my telephone numbers are not made available in the Member's telephone list located in the clubhouse. Please tick below as appropriate

Tel No home  Tel No Mobile

Dunblane Bowling Club occasionally sends out email communications about forthcoming events in the area that the Committee considers may be of interest to the members.

I am happy to be included in these mailings.

Yes  No