

# Personal Data Privacy Notice

## East Dorset Indoor Bowls Club

This Privacy Notice explains the personal data we may collect about you when you contact East Dorset Indoor Bowls Club, either as a consequence of completing forms on our website or completing paper documents. You may have contacted us by telephone and we have recorded some personal details in order to answer your query and get back to you. This Privacy Notice also explains how we'll store and handle that data, keep it safe and your rights.

### What Information Do We Collect and Why?

Personal information might include your name, date of birth, postal address, phone number and/or email address.

The information we collect is either needed to answer your enquiry or is used in connection with specific activities in the Club, such as displaying members' details in the entrance hall, distribution of newsletters, Year Book, details of bowls activities, or membership requests. The television monitor in the bar only displays details of Committee Members names, the Welfare book and CCTV in main office will also identify members.

### How Long Do We Keep Personal Information?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected. Members' details will be retained for three years, unless a request is made by the subject for it to be erased earlier.

### Updating Your Information

From time to time we will ask you to confirm the accuracy of the data we hold about you and at the same time will ask for continuing consent to hold it.

### Sharing Your Information

We never sell your information to other organisations to use for their own purposes. However we do share your information where necessary to National and County Associations where required for League Registration and competition entry purposes.

### Storing Your Information

We place a great importance on the security of all personally identifiable information. Only authorised personnel have access to your information. Personal information is either stored in locked filing cabinets or held on computers with password-protected access. The upstairs office door is also kept locked.

Authorised users of our computer systems are instructed that it is their responsibility to keep passwords confidential and are not to share them with anyone. Passwords are updated on a regular basis. All authorized persons are expected to abide by the terms of our Data Protection Policy.

### Your Rights

GDPR/Data Protection Act gives you certain rights over your data and how we use it. These include:

- The right of access to personal data East Dorset Indoor Bowls holds about you
- The right to have inaccurate data corrected
- The right to have data deleted, subject to certain conditions
- The right to object to processing

By signing this form you are accepting East Dorset Indoor Bowls Club Privacy Policy.

FULL NAME .....

SIGNATURE..... DATE.....