



Personal Data Privacy Notice

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 downloaded from 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(s) 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' phone number(s) and email address on the password-protected section of the Club's website, distribution of newsletters, details of bowls activities, or membership requests. The Club's CCTV security system in main office and Bar 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. You can also update your information at anytime by contacting the Front Office (T: 01202 483317), or the Membership Secretary (E: membership@eastdorsetibc.org.uk).

Sharing Your Information

We may disclose information about you, including your personal information:

- Internally - to committee members, coaches and playing team leaders - as required to facilitate your participation in Club activities.
- If we have a statutory duty to disclose it for legal and regulatory reasons.
- Where we need to share your information outside the Club, beyond that stated above, we will seek your permission and inform you as to who the information will be shared with and for what purpose.

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

Your Rights

The Data Protection Act 2018 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 Club 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's Privacy Policy.

Name: Signature: Date: / /