

DATA/PRIVACY PROTECTION POLICY

Introduction

This policy applies to personal information collected by Kinnoull Bowling Club and sets out the principles governing our processing of the information, in the way we use, keep secure and disclose it under Data Protection Act (1998) and the General Data Protection Regulations (GDPR2018).

The personal information which is necessary for us to operate the Club membership includes: - first and last names, address, post code, affiliated club, telephone and / or mobile numbers, email address.

How we collect this personal information

All the information collected is obtained directly from each member. This is usually at the point of application for membership or annual renewal of club membership.

At the point personal information for membership is provided, consent for the Club to store and use the data will be requested.

Consent is required in order to ensure the Club's compliance with data Protection legislation.

How we use your personal information

We limit the collection and use of member's personal information. We will tell you the purpose for which we will process the information. Such purposes may include the following: -

- Maintaining a Kinnoull Bowling Club database to facilitate administration and management.
- Contacting members with information relating to membership and details of events and other matters which we think may be of interest to each member.
- Communicating information about fixtures.
- Communicating information to Perthshire Bowling Association and Bowls Scotland. The only member's details shared with the above are, Name. email and telephone numbers.

If we are asked to share any other information, we will request member's permission.

Timescale

We will store each member's information electronically and/or paper-based from the point of collection for as long as you are a member of Kinnoull Bowling Club.

After you cease to be a member your personal information will be retained for a period of 1 year before being deleted/ destroyed.

Security

We strive to protect the privacy and security of our database, and to maintain the reliability and accuracy of personal information.

Although we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved, we take all reasonable steps to ensure security of all transmissions.

Photographs

We may take photographs of members attending matches or other events and we may wish to use them for marketing or advertising purpose. We will only include details of names of any person in an image in printed publications for good reason, for example, we may include the full names of a competition prize winners.

Information Access and Corrections

Members need to inform the Club's Secretary of any changes in personal information.

You have right of access under the General Protection Regulation to information we hold about you on our records.

Policy changes

This policy may change from time to time. If we make any major changes, we will inform the Club's members by email or letter.

Opt-out-choice

- Members have the right to withdraw at any time agreement to any of the individual consent options.
- Members have the right to withdraw consent to having any personal photos published.
- Members have the right to decide not to receive information from the club.

You can withdraw any or all of these consents by email or in writing to the Club Secretary. Withdrawal of any consent will be acted on as soon as possible.