

Winchmore Hill Bowling Club (“the Club”)

DATA PROTECTION POLICY STATEMENT

To ensure the smooth running of the Club, Members’ personal information including names, postal and email addresses and telephone numbers (“Data”) is collected and stored by the Club.

This statement sets out our commitment to protecting Data and how we implement that commitment with regards to the collection and use of Data.

We are committed to:

Ensuring that we comply with the data protection principles, as set out in the General Data Protection Regulations (“GDPR”)

Meeting our legal obligations as laid down by the Data Protection Act 1998 and the GDPR

Ensuring that Data is collected and used fairly and lawfully

Processing Data only in order to meet our operational needs or fulfil legal requirements

Taking steps to ensure that Data is up to date and accurate

Establishing appropriate retention periods for Data

Ensuring that rights in respect of Data can be appropriately exercised

Providing adequate security measures to protect Data

Ensuring that a nominated Club officer is responsible for Data protection compliance and provides a point of contact for all Data protection issues

Ensuring that all Club Officers are made aware of good practice in Data protection

Providing adequate training for any staff responsible for Data

Ensuring that everyone handling Data knows where to find further guidance

Ensuring that queries about Data protection, internal and external to the Club, are dealt with effectively and promptly

Regularly reviewing Data protection procedures and guidelines within the Club

Implementation of the Club’s Policy

1. Data supplied by Members shall be held on a secure and passworded computer maintained by the Club’s Membership Secretary, Bob Gowlett who may be contacted at bobgowlett@hotmail.com or 020 8360 1772.
2. Data may be copied to relevant Officers of the Club as necessary but shall only be used for the specific purposes of the efficient running of the Club and its social events, including the preparation of the annual Handbook and circulation to members.
3. Data shall be accurate and, where necessary, amended and kept up to date by the Membership Secretary
4. Members will be invited to confirm upon joining, and upon membership renewal, that they are willing to supply Data to the Club, and if unwilling to do so, as to the whole or part of the Data, those wishes will be respected by the Club
5. Members may enquire at any time of the Membership Secretary as to their Data and such enquiry will be dealt with promptly, and certainly within 21 days. Any errors will be corrected without delay.
6. At any time Members may require that their Data (or part of it) is to be no longer held or used by the Club whereupon such Data will be immediately deleted from the Club’s database and records, and will not appear in the next following Handbook
7. Data will also be deleted automatically upon a Member leaving the Club
8. Unless legally required to do so, or in connection with Bowls authorities to which the Club is affiliated, or maintenance of the Club’s website, or external competitions, or the provision of information to tour operators and the like for organised social events, the Club will not disclose Data to any third party, without the specific written consent of the affected Members. If Data is so disclosed the Club will ensure that the recipient of the Data does not disclose it further.

Adopted January 2020

David Haywood - Secretary