

Data Privacy Policy for the Topsham Bowling Club



Topsham Bowling Club takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you register as a member of the Topsham Bowling Club or renew your membership (including if you are registering or renewing on behalf of a young person aged 18 or under), we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses.
- Participation details – other clubs, existing membership number.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information

Contractual purposes

We need to collect our members’ personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Organise club activities and manage risk and safety.
- Register your membership with the representative body, Bowls Devon, to provide you with insurance cover.

Legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the club, opportunities to get involved in club activity, training, general meetings or other events.
- Raise awareness of the club’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:

The Protection of Safeguarding Vulnerable Groups Act (SVGA) 2006, the General Data Protection Regulations (GDPR) and accompanying Data Protection Act 2018 (DPA)

- Which requires us to check that our officers, coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Who we share your personal information with

When we register your membership with Bowls Devon, we pass on your personal data and the Topsham Bowling Club become a controller of your personal data. Bowls Devon provides full details of how it uses your personal data in its own privacy notice and will not use it for any other purpose.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure England & Wales, and Devon & Cornwall Police for the purposes of safeguarding children, and we may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

The Topsham Bowling Club may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- Instructors, coaches and event organisers receive details of training or competition participants. eg Bowls Development Alliance (BDA), Bowls Devon (BD) and Bowls England.

How we protect your personal information

Your personal information is accessed by our General Secretary only for the purposes set out above. It is stored in a secure computer as a password protected spreadsheet file. Membership forms are stored in a locked cabinet.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 2 years.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a "subject access request".
- Request that we delete your personal information.

You can contact us at the General Secretary, Topsham Bowling Club.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk