

WEST LONDON BOWLING CLUB

PRIVACY POLICY

Approved by Committee 13 September 2022

Introduction

West London Bowling Club ('WLBC') is an applicable organisation under the Data Protection Act (1998) and the General Data Protection Regulations (2018). This Policy applies to Personal Information collected by 'WLBC', and sets out the principles governing our processing of that information, and the way we use, keep secure and disclose it.

By providing Personal Information about yourself to 'WLBC', you agree to our processing, storing and using that information in accordance with the principles set out in this Privacy Policy. We will always deal with your personal information fairly and in accordance with your instructions.

Your Personal Information, that is necessary for us to operate our membership, club activities and services, includes full name and title, postal address and/or email address, telephone and/or mobile numbers.

We will process your personal information using your consent as the lawful basis for controlling and processing the data. We will request your authorisation for processing your personal information, as described below, at the time of application or at the renewal of membership, whichever comes first. Your authorisation will be reviewed annually at the renewal of membership.

You can refuse to give consent to any of the individual requests.

We remind you that this Policy does not apply to third party links beyond our web site (www.westlondonbowlingclub.com). If you select a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy and the terms and conditions of every site you visit.

Use of Personal Information

We limit the collection and use of your personal information. When we ask you for Personal Information, we will tell you the purposes for which we will process that information. Such purposes include the following:

- maintaining our membership database and access system, to facilitate members' access to the club facilities.
- the administration and management of the Club's activities and services
- contacting you with information relating to your membership, or application for membership, and details of events and other matters which we think will be of interest to you
- communicating information to other sports clubs concerning fixtures to which WLBC has subscribed
- communicating membership information to the national and regional representative bodies for the sports of bowls, croquet or pétanque.

We will not reveal any of your information to any external organisation unless we have previously informed you that this will happen through disclosures or agreement, and we have obtained your authority to do so, the exception being that of an emergency which requires personal data being shared with emergency service/s.

Timescale

We will store your personal information in electronic form, and paper-based form, from the point of collection for as long as you are a member (or service user) of the Club. After you cease to be a member, your personal information will be retained for a period of 12 months, before being deleted/ destroyed, unless required by law to be retained for a longer period of time.

Opt-out choice

You have the right to withdraw at any time your agreement to any of the individual consent options, by writing to The Club Secretary. If now or at any time in the future you decide that you do not wish to receive information from us, please inform the Club Secretary by email or by letter. Withdrawal of consent will be acted on within 3 months.

Security

We strive to protect the privacy and security of our database and to maintain the reliability and accuracy of Personal Information. We will hold information collected by us by computer and in other forms. Although we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved, we take all reasonable steps to prevent this from happening. You accept the inherent security implications of providing information and will not hold us responsible for any breach of security or disclosure of information unless we have been proved to be negligent.

Information Access and Corrections

You have a right of access under the General Data Protection regulations to information we hold about you on our records. The accuracy of personal information depends on the information you provide to us, therefore it is the member's responsibility to:

- a) contact the Membership Secretary if there are any errors in your personal information.
- b) inform the Membership Secretary of any changes to your personal information.

The organisations to which we may disclose your personal information

The people who may have access to your Personal Information are:

- duly elected committee members of West London Bowling Club;
- West London Bowling Club bowls, croquet and pétanque group captains/coordinators and members of these particular groups
- trusted service providers and emergency services
- other clubs affiliated to the national or regional representative bodies for the sports of bowls, croquet or pétanque
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Photographs

We request a photograph for the WLBC membership card which is WLBC's means of identification and membership access to the West London Bowling Clubhouse.

We may take photographs of you attending matches or other events and we may wish to use them for marketing and advertising purposes or publishing on our website. Unless you advise us otherwise, you expressly agree and consent to the use of any photographs which may include you without compensation. We will not use the images taken, or any other information you provide, for any other purpose. We will not include details or full names (which means first name and surname) of any person in an image on our website, on video, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent.

Privacy Policy Changes

Although most changes are likely to be minor, West London Bowling Club may change its Privacy Policy from time to time, at the Club Officers' sole discretion. We encourage members to check this policy frequently for any changes.