

# Member Privacy Policy



## Palmerston Indoor Bowls Club

In order to comply with the law on data protection, this Privacy Policy explains the principles governing our use of personal data about members. Our use of this personal data is categorised in the law as a "legitimate interest".

We use the personal data provided by our members solely for the purpose of arranging games of indoor bowls and associated social activity, and to collect and manage member subscriptions. More detail is provided in the paragraphs below. We do not sell personal data or use it for any marketing.

To fulfil these objectives, contact information (title, gender, name, phone number, email) is made available to other members and, where applicable, to official bowls organisations. Additionally, age and date of birth from competitors' application forms is passed to regional and national bowls organisations for those members applying to participate in certain regional and national competitions. Addresses are used by club management for correspondence purposes and shared only with members on appropriate request. We do not share any personal information with anyone else except if this is required by law or is necessary for the prevention or detection of crime.

Historic competition information is maintained for the purpose of arranging and validating eligibility for future competitions. Historic subscription information is maintained to record each individual's contribution to the club.

This information is held on a computer database and paper records. Access to computer files is password-protected and paper files are securely locked away when not in use. These and other appropriate security procedures are in place, together with the necessary instruction of our volunteers, in order to safeguard and protect personal data.

Additionally, various lists of the names of members are displayed from time to time on club notice boards for bowling and social purposes. Competition entrants names appear on the competition schedules and honours board on our website

We use door entry records and CCTV for the security of members, their belongings and our assets and premises. Recorded images may be shown to the Police when necessary.

We have a duty to keep personal information accurate and up-to-date. Please let us know of any change in your personal details (name, address, phone number, etc.). Members have the right to request a copy of the records we hold about them at any time. To ask for your information, please contact the Membership Secretary in person or by email to [memberships@palmerston-bowls.club](mailto:memberships@palmerston-bowls.club). However you should be aware that emails are insecure, therefore copies of personal data will not be sent to you by email but must be collected in person.

Members have a right to object to the processing of their personal data, although as this is necessary for running leagues and competitions you would not be able to participate in those activities.

If you are unhappy with the way we are using your personal information please contact us to try to resolve any concerns. You have a right to complain to the UK Information Commissioner's Office.

We may amend this Member Privacy Policy from time to time. The current version will always be displayed on a club noticeboard.

13 September 2018