



Elsenham Bowls Club

Privacy Policy

Identity and contact details of the controller

Elsenham Bowls Club - 01279-815816 - elsenhambowlsclub@gmail.com

Purpose of the processing and the lawful basis for the processing

Maintenance of membership records, issuance of membership information, delivery of Newsletters and other communications relating to the club or its members.

Categories of personal data

Name (including title), postal address, email address, phone numbers, membership status and payment information. In addition the birthdate will be held for those members under the age of 18 years at date of joining until the 18th Birthday. The bowls matches played by members on behalf of the club are recorded.

Any recipient or categories of recipients of the personal data

Full details from the Membership Secretary are received by the Hon. Secretary and the Chair on a monthly basis. Appropriate membership details are supplied to designated Club Members to ensure we comply with licensing obligations, and for arranging matches and fund raising.

Details of transfers to third country and safeguards

We do not share your data with anyone else, unless required to do so by legislation or court order.

Retention period or criteria used to determine the retention period

3 years after membership ceases for audit purposes.

The existence of each of data subject's rights

Under the GDPR, you have the following rights:-

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- 1) The right to access a copy of your data *Your details are confirmed to you, for verification, at time of joining and at subsequent invitations to renew membership.*
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- 2) The right to have personal data rectified *Details of amendments to your data should be notified in writing to the Membership Secretary.*
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- 3) The right to have your personal data erased. *Membership data is held by the club this would mean that your membership of Elsenham Bowls Club would cease.*
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- 4) The right to restrict data processing. *Your personal details, such as name,*

address and payment details, are needed by the club to maintain membership details, without these your membership would cease. Your telephone number and email address will only be kept with your agreement, which can be restricted at any time at your request by writing to the Secretary.

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5) The right to Data portability *Your details will be used to send, with your agreement, “personalised” emails in respect of membership details and club activities.*

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6) The right to lodge a complaint with a supervisory authority.

The source the personal data originates from and whether it came from publicly accessible sources

All data supplied by member at the date of joining, subsequent anniversaries of that date or notification of change of details.

Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

Data required for contractual reasons. If it is not supplied, we will be unable to accept you as a member, send Newsletters or keep you informed of Club activities.

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences

If a working email address is not provided, and you opt to receive communications from the club, essential communications, such as Annual General Meeting papers, will be sent by post, however there is an additional cost to the club to reflect the cost of printing, envelopes and postage. Non-personal Newsletters and event communications will be displayed on the notice board, situated in the club house.