

Maiden Erlegh Bowling Club - DATA PROTECTION AND PRIVACY POLICY

Maiden Erlegh Bowling Club (MEBC) takes very seriously the use and protection of personal information. Data Protection rules (GDPR), effective from 25th May 2018, require that members of the club and members of the public are informed of the personal information held by the club and how it is used.

By providing information about yourself to MEBC you agree to it being processed, stored and used in accordance with the principles set out in this Privacy Policy.

The club is obliged to share information with the national (*Bowls England*) and county (*Royal County of Berkshire Bowling Association*) bowling organisations to which the club is affiliated. Information collected from MEBC's members will be limited to that required by the national and county bowling organisations and other relevant details required for the efficient operation of the club.

Members' personal information will not be shared with any other external organisation unless the club has previously informed you that this will happen through disclosures or agreement and has your authority to do so. The club can disclose your information to authorised parties if required to do so by law.

Members' details (including names, address, telephone numbers, email address and date of birth) are collected from Membership Subscription forms and updated annually at the start of the membership year. Full details of current members are held by the Treasurer only. Details of past members are retained by the Treasurer only, for purposes required by the club's Constitution and to fulfil HMRC accounting requirements.

Members' names, email addresses and telephone numbers will be provided internally on a "need to know" basis to other club members for administrative purposes for the efficient operation of the club including the management of matches, internal club competitions, and social events. Addresses may be provided to other club members where a postal service is required. Where such data is provided it is:

- On a strict "need to know" basis.
- Not to be passed on to any other person.
- To be destroyed when it has no further use or is out of date.

It is a requirement of the Club's Constitution (Section 1.7.6.2) that members' names, email addresses and telephone numbers are kept in the Membership Folder in the Lobby. This information is to be used by members for the purpose of contacting other members to arrange matches, markers, or other club business. Under no circumstances may this information be shared beyond the current club members.

Events with pictures of members and their names are occasionally publicised on the club's website. Members who wish not to appear on the website must notify the Secretary in writing.

Members who receive an 'Honour' will have their name and details of their 'Honour' permanently displayed on the premises.

Visitors to the club will have their name, contact details, and their sponsor's name recorded in the Visitors Book to comply with the club's insurance and licensing requirements.

MEBC uses CCTV to monitor the club's grounds and premises. A separate CCTV Policy is available on the club's website <https://www.maidenerleghbc.co.uk>

MEBC will take all reasonable steps to safeguard the security and confidentiality of any information provided to the club.

Members using their own personal computers, tablets, or other mobile devices to hold on behalf of the Club the personal information of other members are expected to ensure the information is secure. Full details will be held by the Treasurer, with more limited details held by the Membership Secretary and the Secretary on their personal computing devices. The Secretary (or their deputy) will provide the relevant information to the organisations to which the club is affiliated.

Where possible the Bcc '*Blind carbon copy*' facility will be used when sending circulars to the membership via email to minimise the distribution of email addresses.

On cessation of membership all personal information other than where 'Honours' are displayed will be deleted from the club's records as soon as reasonably practicable. Paper documents (eg. Membership Subscription forms) will be retained for seven years to fulfil HMRC accounting requirements.

At any time, members, past members, visitors, and other members of the public have the right to view the information MEBC holds on them. MEBC will answer any questions they have regarding the data the club holds on them within one month of receipt of the request. Contact details are shown on the club's website <https://www.maidenerleghbc.co.uk/contact>
If the data MEBC holds is incorrect or incomplete, they have the right to have it corrected or deleted from MEBC's records. MEBC may charge a fee to cover the administrative costs of providing this service.

MEBC's Privacy Policy may be revised from time to time. The latest version will be posted on the club's website <https://www.maidenerleghbc.co.uk>