



## **CHEPSTOW BOWLING CLUB**

### **Privacy Policy**

#### **Policy**

Chepstow Bowling Club's General Data Protection Regulations Policy (Privacy Policy) sets out its commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. Chepstow Bowling Club (the Club) is committed to ensuring that it complies with the General Data Protection Regulations 2018 (GDPR) principles, as listed below:

- Meet its legal obligations as laid down by the General Data Protection Regulations.
- Ensure that data is collected and used fairly and lawfully.
- Process personal data only in order to meet its operational needs or fulfil its legal requirements.
- Take steps to ensure that personal data is up to date and accurate.
- Establish appropriate retention periods for personal data.
- Provide Members with access to their personal information upon request.
- Grant Members the right to have their personal information erased.
- Provide adequate security measures to protect personal data.
- Ensure Computer Security Software is current.
- Ensure computers containing personnel information have their passwords changed on a regular basis.
- Ensure that a nominated Member is responsible for data protection compliance and provides a point of contact for all data protection issues.
- Regularly review data protection procedures and guidelines within the Club.

#### **Data Protection**

Personal Data is any data which may be used to identify, contact or locate a single person. The data will enable a list of current members and their membership status to be maintained. It will be used for administrative purposes, for example to enable the Secretary to send out pre-season letters, the Treasurer to monitor membership renewals etc. The Club holds for all members, their name, address, post code, date of birth, home and, where known, mobile phone number, as well as email addresses. This information is held on personal computers by those club officials with the need to process such information, principally the Club Treasurer and Club Secretary. Names and phone numbers are made available to all Members on the Club fixture card. Where Members have declared a disability, this information is held in hard copy form. Personal data will be kept for the current season and for the two previous seasons. Older data will be destroyed.

## **Data Sharing**

The only personal information shared is that relevant information required by other Bowling Associations or organisations to which the Club is affiliated, and is needed by those Associations or organisations in order that they can inform other affiliated Members of, for example, selection for Association matches, participation in competitions etc. Contact details for Club Officers will be displayed on the Club's website and letterhead as necessary. All members of Chepstow Bowling Club are automatically social members of Chepstow Athletic Club (CAC). Member's names and contact details will be shared with the CAC so that they can maintain a list of Members. Telephone numbers for members will be displayed on the Chepstow Bowling Club notice boards and fixture cards to enable team captains to contact Members and for Members to contact each other for the purpose of arranging competition matches. Under no circumstances will your personal data be disclosed to any other third party or used for any marketing purposes.

## **Data Erasure**

Anyone who has their personal data held by the Club has the right to access, to view and to erase this data. The Club wants to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate. The Club understands that failure to fulfil this entitlement will be a violation of GDPR and subject to penalties.

## **Data Breaches**

In the event of a data breach posing any kind of threat to members personal information, the Club will inform the affected individuals within 72 hours.

**10<sup>th</sup> November 2020**