



Sutton & District Bowling Association General Data Protection Policy

The Sutton & District Bowling Association (hereafter 'SDBA') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When your Club becomes a member or renews membership of SDBA, you will be asked to provide information for a number of your officers, including Name, Telephone Number and Email address or, if unavailable, your Home address. Individual Club members will additionally be asked for Emergency Contact details and any relevant health / dietary needs if they wish to play in SDBA matches or enter individual competitions.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from your Club or individuals, via membership renewal forms, competition entry forms or match nomination applications. At the point that you provide your personal information, you are also providing consent for us to store and use your data in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide and communicate SDBA activities and services to you.
- For administration, planning, development and management of SDBA

We will send you messages by email, telephone or post to advise you of SDBA activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information to SDBA Executive, Competition Secretaries and SDBA team members as required to facilitate your participation in SDBA activities. In the rare event that we need to share personal information outside of SDBA, we will seek your permission and inform you as to whom the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances personal information will not be stored for longer than 12 months after your Club has left SDBA. The exceptions to this are instances where there may be legal or insurance circumstances. Where this is the case, the individual will be informed as to how long the information will be held for and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, individuals need to inform SDBA as to any changes to their personal information. You can do this by contacting the appropriate SDBA Officer.

On an annual basis your Club will be asked to update your information at the time of renewal. Should you wish to view the information that the Association holds on you, you should contact the Honorary Secretary of SDBA. We will try to respond within 14 days of the request, unless there are circumstances where we are not able to comply with this request, for example where the information may contain reference to another individual or for legal, investigative or security reasons.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

The data and subsets are stored on individual PCs – which will include those used by the Hon Secretary, the Indoor and Outdoor Match Secretaries, Competition Secretaries and other members of the SDBA Executive. The SDBA website holds details of competition entrants.

The data stored is reviewed annually. Old and incorrect data is deleted from the system and from any backups

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available via the Honorary Secretary of SDBA, who should be contacted if there are any queries or complaints. Any subsequent material changes in policy will be advised to members via email and/or meetings.