

Kirkbymoorside Bowling Club - Data Protection

(Reviewed 2025)

The Kirkbymoorside Bowling Club ('KMBC') treats your privacy rights seriously. This data protection privacy notice 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.

PRIVACY NOTICE

Kirkbymoorside Bowling Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Kirkbymoorside Bowling Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

WHAT PERSONAL INFORMATION DO WE COLLECT AND FOR WHAT PURPOSE?

KMBC collects personal information, including telephone number and email address details, where they are provided. The lawful basis on which KMBC will process personal data is for fulfilling membership obligations as part of the membership application/renewal process; and keeping members informed about the club's activities or competitions.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from individuals, via membership renewal forms or competition entry forms. 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 KMBC activities and services to you.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information to KMBC Committee members. Named competition entrants will be provided with a list telephone numbers and email addresses of advertised club/team competition organisers, so that competitions can be administered effectively. Additionally, KMBC may exchange telephone numbers and email addresses of all other named competition entrants, in order for them to arrange competition dates. This may include exchanging details with competition organisers from clubs participating in competitions relevant to the data subject. In the rare event that we may need to share personal information, with bowls organisations other than KMBC [or competition organisers from other clubs involved in competitions relevant to the data subject] 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 4 years. The exceptions to this are where there may be legal or insurance circumstances. Where this applies, the individual will be informed on how long the information will be held 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, KMBC members and need to inform KMBC of any changes to their personal information. This can be done by contacting either the Secretary or the Website administrator. Should you wish to view the information that the Club holds on you, you should contact the Secretary of KMBC. A response should be forthcoming within 14 days of any such 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 may include those used by the Secretary, Treasurer, Competition organisers, Website administrator and where necessary, other members of the KMBC Committee.

The KMBC website holds details of individual Club Officers. Details of names and club roles are displayed on the public facing pages. Personal information, including telephone numbers and email addresses are only visible to club members within the password protected 'members area' of the website. The data stored is reviewed periodically. Old and incorrect data is deleted from the system and from any backups

AVAILABILITY AND CHANGES TO THIS POLICY

This data protection privacy notice forms part of KMBC's operating practices. Any queries or complaints relating to this notice should be directed to the club Secretary. Any subsequent material changes in this notice will be reported through KMBC committee processes and revised, updated notice posted on the KMBC website.

What personal data we hold on you

You may give us information about you by filling in forms or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, [via a membership subscription or participating in bowling related activities] The information you give us may include your name, address, e-mail address or phone number. We only collect data that we need to carry out the services of the club, including membership processing.

Why we need your personal data

The reason we need your data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a

member (or prospective bowls competition entrant) to provide the services you are registering for. The reasons we need to process your data include:

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club emails promoting club activity; and
- publishing of competition results
- administering competitions
- sharing personal data with other club administrators and leagues for entry to competitions or events.

Who we share your personal data with

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Data is updated every year on annual membership forms and competition entrants. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership or competition requests.