

# OLD KILPATRICK BOWLING CLUB

## Privacy Policy

**Old Kilpatrick Bowling Club ('OKBC')** is an applicable organisation under the Data Protection Act (1998) and the General Data Protection Regulations (2018). This Policy applies to **Personal Information** collected by 'OKBC', and sets out the principles governing our processing of that information, and the way we use, keep secure and disclose it.

By providing **Personal Information** about yourself to 'OKBC', you agree to our processing, storing and using that information in accordance with the principles set out in this Privacy Policy. We will always deal with your personal information fairly and in accordance with your instructions.

By submitting Personal Information to the Old Kilpatrick Bowling Club you agree that we may process it in the manner described in this Policy

Your Personal Information that is necessary for us to operate our membership, and the letting of our premises includes full name and title, postal address, telephone and/or mobile numbers, and email address.

We will process your personal information using your consent as the lawful basis for controlling and processing the data. We will request your authorisation for processing your personal information, as described below, at the time of application or at renewal of membership, whichever comes first. Your authorisation will be reviewed annually at renewal of membership.

You can refuse to give consent to any of the individual requests without detriment to your membership of STBC.

### **Use of Personal Information**

We limit the collection and use of your personal information. When we ask you for Personal Information, we will tell you the purposes for which we will process that information. Such purposes include the following:-

- maintaining our membership database, to facilitate the administration and management of the Club, and the arrangement of fixtures,
- contacting you with information relating to your membership, or application for membership, and details of events and other matters which we think will be of interest to you
- communicating competitor information to Dumbartonshire Bowling Association, Bowls Scotland and the Clydebank & District Bowling Association, and
- Managing the arrangements for the letting of the Club premises

We will not reveal any of your information to any external organisation unless we have previously informed you that this will happen through disclosures or agreement, and we have obtained your authority to do so.

### **Timescale**

We will store your personal information in secure electronic form, and paper-based form, from the point of collection for as long as you are a member of the Club. After you cease to be a member, your personal information will be retained for a period of twelve months, before being deleted/destroyed.

If you are an applicant for a hall-let your personal information will be retained for a period of twelve months before being deleted/destroyed

### **Opt-out choice**

You have the right to withdraw at any time your agreement to any of the individual consent options, by writing to The Secretary.

If now or at any time in the future you decide that you do not wish to receive information from us, please inform the Secretary by email, by letter, or by using the 'Contact Us' form on the website. Withdrawal of consent will be acted on within 3 months.

### **Security**

We strive to protect the privacy and security of our database, and to maintain the reliability and accuracy of Personal Information. We will hold information collected by us on a computer and in other forms. Although we cannot guarantee the security of all transmissions of personal information, we take all reasonable steps to prevent this from happening. You accept the inherent security implications of providing information and will not hold us responsible for any breach of security or disclosure of information unless we have been proved to be negligent.

### **Information Access and Corrections**

You have a right of access under the General Data Protection Regulations to information we hold about you on our records.

The accuracy of personal information depends on the information you provide to us, so we recommend that you:

1. a) let us know if there are any errors in your personal information; and
2. b) keep us up to date with changes to your personal information

The organisations to which we may disclose your personal information

The people who *may* have access to your Personal Information, for the purposes listed above are

- the appointed Committee Members of OKBC, (who will operate in accordance with data protection protocols)
- other OKBC members
- Dumbartonshire Bowling Association
- Bowls Scotland
- BDA
- CDBA

### **Photographs**

We may take photographs of you attending matches or other events and we may wish to use them for publishing on our website or Facebook page. Unless you advise us otherwise, you expressly agree and consent to the use of any photographs which may include you without compensation. We will not use the images taken, or any other information you provide, for any other purpose.

We will not include details or full names (which means first name and surname) of any person in an image on our website, on video, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent.

### **Privacy Policy Changes**

Although most changes are likely to be minor, Old Kilpatrick Bowling Club may change its Privacy Policy from time to time, and at our sole discretion. We encourage members to check this policy frequently for any changes.