



GDPR Privacy Notice for Mytchett Bowling Club Members

Introduction:

Mytchett Bowling Club (MBC) treats the privacy of its members very seriously and takes appropriate security measures to safeguard your personal data.

We comply with all the legal and regulatory requirements relating to the use of personal data. Currently we comply with the Data Protection Act (DPA) but this will be replaced by the General Data Protection Regulation (GDPR) on 25 May 2018. GDPR builds on DPA and strengthens various aspects of how organisations deal with personal data.

We therefore need to review and update our privacy policy and procedures in order to ensure that we comply with GDPR.

What personal data is held about you?

In order to conduct the business of MBC effectively, we hold the following personal data about you:

- Name
- Home address
- Email address
- Telephone number (home and/or mobile)

This information was provided by you when you became a Playing or Social Member. The data is controlled by the MBC Membership Secretary, under direction from the Main Committee, and used only by Officers of MBC in connection with the administration of MBC including:

- contacting you by email, post or telephone
- providing, upon request from any MBC member, the contact details of all MBC members for the purpose of match arranging and general social activities associated with MBC
- supply of relevant information for outside competitions and to bowling associations (who all have to comply with the same GDPR) on a "need to know" basis.

All MBC Officers have a Duty of Care with regards to the protection and disclosure of your personal information. Your personal data will neither be shared with nor disclosed to any third party outside MBC save for the purposes given above.

How is your personal data protected?

Your personal data is held securely on a password protected USB stick by the MBC Membership Secretary. A paper copy of the name, contact telephone details and email address of all Playing Members is held beside the Bar and in the folder on the wall for the purposes of contacting Playing Members concerning match information on the day of a match should that be necessary. Upon updates to that copy then previous copies are destroyed. Should you wish that your details are not made available on this list then please contact the MBC Membership Secretary who will remove your details from that paper list.

Your rights

You have a number of rights in relation to your personal data:

- the right to see the personal data that is held about you
- the right to have the personal data rectified if it is inaccurate or incomplete
- the right to request the deletion or removal of the personal data where there is no compelling reason for its continued processing
- the right to have your personal details removed from lists distributed to other MBC members
- the right to complain to the Data Protection Regulator, The Information Commissioner's Office:

<https://ico.org.uk> or telephone 0303 123 1113