

Welford on Avon Bowls Club Limited

Data Protection Policy

So that we can provide a Bowls Club suited to the best interests of its members and other users, we have to collect information. This information may include details of members, employees, guests, visitors, current, past and prospective employees and suppliers.

Welford Bowls Club Limited is committed to the correct treatment of personal data. We fully appreciate the underlying principles of the General Data Protection Regulations (GDPR) and support and adhere to its provisions. The Act uses the term "Personal Data" which essentially means any recorded information held by us and from which a living individual can be identified.

1. We are committed to complying with the GDPR which are:

- 1) Personal data shall be processed fairly.
- 2) Personal data shall only be obtained for one or more specified lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- 3) Personal Data must be adequate, relevant and not excessive.
- 4) Data is accurate and kept up to date.
- 5) Data is not kept longer than is necessary.
- 6) Data shall be processed in accordance with the individual's rights.
- 7) Data will be secure.
- 8) Data will not be transmitted without adequate protection. All group e-mails sent out will be sent under a blind copy system.

2. We confirm we will not process data unless one or other of the following conditions apply:

- 1) The Data Subject has consented to the processing.
- 2) It is necessary for the performance of a contract with the individual.
- 3) It is required under a legal obligation.
- 4) To protect the interest of the individual.
- 5) It is for the purpose of carrying out public functions, including complying with legal obligations.
- 6) It is necessary to pursue our interests as a bowls club and those of third parties.

3. Sensitive personal data will not be processed unless one of the following pre-conditions is met:

- 1) The individual has consented.
- 2) The information is required by law for employment purposes.
- 3) It is for the protection of the individual or another person.
- 4) It is required to be processed by operation of law.
- 5) Individuals have the right of access to data held about them.

- 6) If a request for information is made we will reply within 40 days, subject to any fee payable.

4. We will only process data necessary:

- 1) To establish, maintain membership or support.
- 2) To provide or administer activities for people who are members of the club or who have regular contact with it, unless it is necessary to share with people and organisations to carry out the organisation's activity.
- 3) Only keep the information whilst the individual is a member or supporter or as long as it is necessary.

5. Status of this Policy and the implications of any breach.

- 1) Any breaches of this Policy will be viewed very seriously. All members must make sure they are familiar with the Policy. Breaching this Policy is a disciplinary offence and will be dealt with under the Disciplinary Procedure.
- 2) If anyone does not comply with Data Protection Laws and/or this Policy, then they are encouraged to report this fact immediately to the Directors of the Club. This self-reporting will be taken into account in assessing how to deal with any breach, including any non-compliance which may pre-date this Policy coming into force.
- 3) Also if any individual is aware of or believes that any other representative of the club is not complying with Data Protection Laws and/or this Policy, the individual should report it in confidence to the Directors in writing.