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| **Broadway-Bowls-logo-2017-200px***Founded 1919. Affiliated to Bowls England and W.C.B.A..** 1. **KENNEL LANE, BROADWAY, WORCS. WR12 7DJ**
		1. **Tel: Broadway (01386) 853515**
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**Privacy Policy Applicable to All Members**

**Introduction**

This policy applies to personal information collected by Broadway Bowling Club and sets out the principles governing our processing of that information, in the way we use, keep secure and disclose it under Data Protection Act (1998) and the General Data Protection Regulations (**GDPR 2018**).

The personal information which is necessary for us to operate the Club membership includes: - first and last names, address, post code, affiliated club, telephone and / or mobile numbers, email address, age range, coaching and umpiring qualifications and DBS clearances (where appropriate).

Broadway Bowling Club has chosen to use “Legitimate Interest” as the basis for holding your personal data and has completed (as required by the GDPR) a Legitimate interest Assessment Form which is available to view on written request.

**How we collect this personal information**

All the information collected is obtained directly from each member. This is usually at the point of application for membership or annual renewal of club membership.

At the point personal information for membership is provided, consent for the Club to store and use the data will be requested.

Consent is required in order to ensure the Club’s compliance with Data Protection legislation.

**How we use your personal information**

We limit the collection and use of member’s personal information. We will tell you the purpose for which we will process the information. Such purposes may include the following: -

* Maintaining a Broadway Bowling Club database to facilitate administration and management.
* Contacting members with information relating to membership and details of events and other matters which we think may be of interest to each member.
* Communicating information about fixtures.
* Communicating membership information to Worcestershire County Bowls Association and Bowls England.

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**How we use your personal information (cont’d)**

The only member’s details shared with Worcestershire County Bowls Association and in some instances Bowls England are, Name, email and telephone number and in some the cases date of birth.

**If we are asked to share any other information, we will request member’s permission.**

**Timescale**

We will store each member’s information electronically and/or paper-based from the point of collection for as long as you are a member of Broadway Bowling Club.

After you cease to be a member your personal information will be retained for a period of 1 year before being deleted / destroyed.

**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 password protected computer and in other forms.

Although we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved, we take all reasonable steps to ensure security of all transmissions. You need to 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.

**With whom we share your information**

The people who may have access to some member’s personal information are: -

* Broadway Bowling Club Management Committee
* Executive Committee members of Worcestershire Bowling Association
* Worcestershire Bowling Association affiliated clubs in the case of Qualified Coaches and Umpires
* Midland Counties Bowling Associations (MEN) in the case of Qualified Umpires
* Three Counties Bowling Association (MEN) in the case of Qualified Umpires
* South West League (LADIES) in the case of Qualified Umpires
* Bowls England (as previously described)
* Website administrator

**Photographs**

We may take photographs of members attending matches or other events and we may wish to use them for marketing or advertising purpose or publishing on the Club’s website. We will only include details or names of any person in an image on our website or in printed publications for a good reason. For example, we may include the full name of a competition prize winner.

**Information Access and Corrections**

Members need to inform the Club’s Secretary of any changes in personal information.

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

**Policy changes**

This policy may change from time to time. If we make any major changes we will inform the Club’s members by email or letter.

**Opt-out choice**

* Members have the right to withdraw at any time agreement to any of the individual consent options
* Members have the right to withdraw consent to having any personal photos published
* Members have the right to decide not to receive information from the Club.

You can withdraw any or all of these consents by emailing or writing to the Club Secretary. Withdrawal of any consent will be acted on as soon as possible and in any event within 3 months. There will be a longer period (up to 12 months) involved for withdrawal of your contact details from the Season Fixture booklet.

**Policy Adopted: 4th August 2018 - Review Date: 4th August 2019**