

# New Milton Indoor Bowling Club

## General Data Protection Regulations Policy Statement

With effect from 25th May 2018, the Club will be subject to the General Data Protection Regulations (GDPR) and must have a clear and effective Policy to show how the Club complies with those Regulations.

The Policy will be posted on the Club Notice Board and every Elected Officer of the Club will be given a copy of this policy, upon their election.

The Club Official responsible for framing, implementing and monitoring this Policy is the **Data Protection Coordinator** as a subset of the role of Honorary Secretary

### The Policy

1. The Club is a small private, members, sport club. The Personal Data (the Data) collected and processed is not “Sensitive Information”, it is not used for business solicitation, passed to third parties nor stored outside the EU. The Data is therefore very simple but it must be; gained fairly, only to the extent required for the Legitimate Business Purpose, with informed consent, stored securely, held only for as long as is necessary and protected from loss or unauthorised access.
2. **The Legitimate Business Purpose** for processing the Data is the management of Club Subscriptions, running competitions and any other legitimate functions of a Member’s Sport Club that is run solely for the benefit of the Members by the Members.
3. The Data is provided on becoming a Member or renewing Membership, through the paper Application Form. It is processed by the Membership Secretary into both paper and electronic format. The records are held in a private residence, on a private computer that does not provide for remote access to the Data. The Application Form will set out the ‘**Data Protection Statement**’ so that the Member can **give informed Consent**.
4. **If a Member does not renew their Membership or withdraws their Consent**, their Data will be deleted and/or shredded immediately. (Except that if Consent is withdrawn, the Data will remain in the already published Handbook and Directory, until the next Season).
5. **If a Member requests a copy of the contents of their record**, the Membership Secretary or the Hon Secretary will provide it **free of charge** within 30 days to the address already recorded.
6. The Membership Secretary will provide:
  - a. Member’s Data to the Competition Secretary, the Hon. Secretary, Welfare Officer and any Club match organiser, in the pursuit of running the Club.
  - b. Members names and subscription amount to the Treasurer who will keep such records as are needed to manage the Club’s finances, on a private computer

These recipients will be bound by the same requirements set out in 'paragraphs 3 and 4' above.

7. A list of Member's names and phone numbers may be published in the Member's Handbook and will be listed in a Membership Directory in the Indoor Pavilion, to facilitate the organisation of and transport to matches.
8. Your name (without other Personal Data attached) may be stored indefinitely as part of the Club Archive and Award Records.
9. The Data Protection Coordinator will request the Club Officers to provide written confirmation, each year, that they have complied with this Policy as appropriate and request confirmation that the Data set has not changed.
10. If a Club Officer or Member becomes aware that the Data has been improperly released, disseminated or abused, they must advise the Data Protection Coordinator immediately.
11. The following **Data Protection Statement** will appear on the Application Form:

*The Personal Data that you have provided on this form will be used solely for the management of Club subscriptions, organisation of matches, leagues and the legitimate functions of your Club. It will not be; passed to third parties, used for business solicitation or stored outside the EU. It will be; processed and held securely, displayed in the Club Membership Booklet and the Membership Directory, shredded or deleted as soon as it is confirmed that your Membership is not renewed or if you withdraw your Consent. You can ask the Membership Secretary or the Hon. Secretary for a copy of the Personal Data File that we hold for you, which will be provided free of charge within 30 days.*

*I consent to my data being Processed in accordance with this Statement.....*