

SWINDON MANOR INDOOR BOWLS CLUB PRIVACY POLICY

INTRODUCTION

SWINDON MANOR INDOOR BOWLS CLUB (SMIBC) is an applicable organisation under the Data Protection Act (1998) and the General Data Protection Regulations (2018). This Policy applies to member's personal information collected by SMIBC, and sets out how we will process that information, the way we use, keep secure and disclose it. By providing your personal information to SMIBC, you agree to our processing, storing and using that information in accordance with the principles set out in this Policy. We will always deal with your personal information fairly and in accordance with your instructions.

PERSONAL INFORMATION

By submitting Personal Information to SMIBC you agree that we may process it as described in this Policy.

Personal information is maintained by the Membership Secretary on a computer system. This is shared with the Treasurer for auditing purposes.

Personal information required on the annual membership application form includes full name, postal address, telephone and/or mobile numbers, and email address. If you do not wish your details stored on a computer system then please attach an opt out letter.

When applying for/renewing membership you give SMIBC your authority to process your personal information, as described below, unless you opt out at the time. 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 SMIBC.

The names of league team contacts and their phone numbers will be printed in the handbook and displayed on our website [www.swindonmanoribc.co.uk]. This is necessary to ensure the smooth running of the league programme.

This Policy does not apply to third party links beyond this website. If you select any link from our website, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy and terms and condition of every site you visit

Personal Information is used for us to post out handbooks to members who have paid before 31st July.

A paper copy of member's names and phone numbers will be kept on the Duty Officers desk.

USE OF INFORMATION

We limit the collection and use of your personal information.

Personal information will be used for the following :-

- maintaining our member's database which will also include the date your membership was renewed
- facilitate the administration and management of SMIBC
- contacting you with information relating to SMIBC, such as unexpected closure
- 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.
- Completed 'In case of Emergency' forms will be held in a file and not recorded electronically. Details held on these forms will only be used for that purpose.

TIMESCALE

We will store your personal information in electronic form, and paper-based form for as long as you are a member of SMIBC. After you cease to be a member your personal information will be deleted/destroyed FROM our database. If you do not inform SMIBC that you are not renewing your membership then your personal information will be maintained until 31st December and then deleted,

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.

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, especially where the internet is involved, 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: a) let us know if there are any errors in your personal information; and b) keep us up to date with changes to your personal information.

PEOPLE WE COMMUNICATE WITH

The people who may have access to your Personal Information are:

- Membership Secretary and Treasurer

- the appointed Committee Members of SMIBC, who will operate in accordance with data protection protocols
- other SMIBC members
- English Indoor Bowls Association and affiliated Clubs
- Any Wiltshire Bowls Association to which SMIBC is currently affiliated.
- We may take photographs of you attending matches or other events and we may wish to use them for publishing on our website. Unless you advise us otherwise, you expressly agree and consent to the use of any photographs that may include you without compensation. We will not use the images taken, or any other information you provide, for any other purpose. We will include full names (which means first name and surname) of any person in an image on our website unless the individual wishes against this.

PRIVACY POLICY CHANGES

Although most changes are likely to be minor, SMIBC 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.

SMIBC Privacy Policy[1] dated May 2018