

DATA PRIVACY NOTICE

Ruddington Bowls Club (RBC) has legal responsibilities under the General Data Protection Regulations. To comply we must understand the basis upon which we hold and process personal data that allows us to operate as a club.

This Data Privacy Notice explains our approach.

1. Who are we?

The Committee of Ruddington Bowls Club. The Committee decides how your personal data is processed and for what purposes.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by General Data Protection Regulations. ('GDPR').

3. How do we process your personal data?

The Committee of Ruddington Bowls Club complies with its obligations under 'GDPR' by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data (contact information) **to stay in touch about the activities of the club.**

- a regular newsletter to keep members up to date.
- team captain's communications about matches.
- information on club internal competitions and social activities.
- a contact list (*telephone and email only*) to allow club members to keep in touch.
- **We will not share your contact information with third parties.**

4. What is the legal basis for processing your personal data?

Our basis is explicit consent of the data subject so that we can undertake the purposes listed above.

Our consent forms reflect your relationship with Ruddington Bowls Club.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of RBC to **stay in touch about the activities of RBC.** We will not share your data with third parties.

6. How long do we keep your personal data?

We will keep your personal data (contact information) whilst you are a member of the club and for two years following the end of membership.

We keep your data for no longer than is reasonably necessary to meet the purposes described in section 3.

Every four years we will check that the data we hold is current for each individual.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the committee of RBC holds about you;
- The right to request that RBC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the RBC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the RBC Secretary:

by e-mail at ruddingtonbowlsclub@outlook.com

by letter to the RBC club house, Elms Park Ruddington.

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.