

## West End Bowls Club - Data Protection Policy

1. All membership organizations have a legal and moral duty to protect the data of their members and WEBC complies with the General Data Protection Regulations (GDPR) May 2018, as advised by Bowls England.
2. Members and people applying for membership of West End Bowls Club are required to provide personal information on Membership Application and Membership Renewal forms. This is for administrative and welfare purposes and members are asked to ensure their information is accurate and up to date.
3. Members' details are kept on a computer database and are processed fairly, lawfully and in accordance with the club's legitimate activities. Membership application forms and membership renewal forms are retained by the membership secretary and replaced with new forms annually unless there is good reason to retain the originals.
4. Members' names, addresses, telephone numbers and e-mail addresses are posted on the members' part of the club web site, which is password protected. Members may, if they wish, print out a copy for their personal use. If members keep a copy of the membership list on their own computers they should password protect the file. Any member who wishes their information to be withheld must advise the membership secretary.
5. For reasons of convenience, speed and economy the committee's preferred method of communication is e-mail. To minimize the risk of a security breach members are asked to use blind copy (Bcc) when sending e-mails to multiple addressees. To avoid confusion members may indicate, in the e-mail that it has also been sent to others.
6. Hard copies of membership lists are made available, on request, for members who do not use electronic communication. Hard copies are usually delivered by hand or in sealed envelopes left for collection in the key safe. This information should be used only for club activities.
7. The club does not keep details of members' medical conditions, disabilities or contact details of next of kin. Members are advised to have this information, including details of medication, with them when participating in club activities. This is so they can be accessed in case of emergency. If a member feels that a medical emergency could arise they should inform the captain of the day or the person leading the activity.
8. The club believes the use of member pictures and/or videos on publicly accessible websites, promotional material, publications and social media is valuable in promoting the club, promoting the game of bowls and celebrating the achievements of the club and of individual members. By signing the application and membership forms you are giving permission for your images to be used. This does not necessarily mean they will be used.
9. Membership and application forms are generally processed by the membership secretary. Any information given by members may be made available to committee members and other club officers.
10. West End Bowls Club is affiliated to Bowls England and to, Surrey County Bowling Association and is required to provide details of its Members to these organizations. Such details may include name, gender, age or date of birth, and date of payment of membership fees as well as contact information.
11. West End Bowls Club is also affiliated to the West Surrey Bowling Association, North West Surrey Bowling Association and Aldershot & District Bowling Association. These organizations may require full details of members, including e-mail addresses, in connection with the running of competitions.
12. The club may share anonymous aggregated data with bodies such as our insurers, funders or potential funders, local authorities and other bodies which have a reasonable need for the information. The club will not sell, rent or trade Members' personal information and members are also prohibited from doing so.
13. The club will disclose your information to enforcement authorities if required to do so by law.
14. Information on former members will be deleted promptly unless there is good reason to retain the information.

**This policy complies with the more detailed policy issued by the Sport and Recreation Association which takes precedence. It should be read alongside the Privacy Statement and the Use of Member's Personal Information and Images Policy.**