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26th April 2018

Dear Secretary

GDPR – May 2018

The new Data Protection process (GDPR – General Data Protection Regulation) comes into effect on the 25th May 2018, as a club with members you will be expected to have justification for the information that you hold for those members.

This being the case Bowls Scotland have worked with legal firm Harper Macleod LLP to provide clubs with a briefing on this subject. We have attached with this letter a 5 point summary guide of what is required from yourself as a club and have also included the full copy of the briefing note from Harper Macleod.

For your reference in some instances if the new regulation is not implemented then this could result in a fine to your club.

Please note that additional template resources created by Harper Macleod are available and can be received electronically, if you wish to receive these please contact us by emailing development@bowlsscotland.com.

We hope this provides you with additional support to ensure your club is compliant with GDPR. If you do have any concerns or questions regarding the new change then please do not hesitate to contact Bowls Scotland on the above email address or by phoning the office.

Kind regards

Graham Cole
Office Manager
Bowls Scotland





GDPR – Action Plan for Clubs

1. Identify all personal data that is held by the club and what it is used for – create a table or spreadsheet, which can be used to maintain the required records of processing activities.
2. Use the template wording to create privacy notices and update club forms, websites, etc. to include the new privacy notices and issue these to current members, employees etc.
3. Ensure that everyone within the club with access to personal data held by the club has a basic understanding of data protection and the club's obligations under the GDPR.
4. Adopt higher standards of data security – for example, create specific club email accounts to limit the use of personal email address for club business.
5. Use the template wording to get suppliers to sign up to written data processing contracts.