



BOWLS SCOTLAND DATA PROTECTION POLICY JUNE 2020

1 Introduction

Bowls Scotland is fully committed to complying with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation as it applies in the UK (the Data Protection Laws).

Bowls Scotland recognises that the Data Protection Laws are important in relation to protecting the rights of individuals on whom Bowls Scotland keeps and uses personal data, whether electronically or within structured paper filing systems. As a controller of the personal data that we hold, Bowls Scotland determines the purpose for which, and the manner in which, any personal data are, or are to be, processed.

Bowls Scotland will therefore follow procedures that aim to ensure that all employees, volunteers, coaches, partners or other persons involved in the activities of Bowls Scotland and who have access to any personal data held by or on behalf of Bowls Scotland, are fully aware of and abide by their duties and responsibilities under the Data Protection Laws and assist Bowls Scotland in doing so.

The Senior Administration Officer is responsible for informing and advising Bowls Scotland on its data protection obligations, and for monitoring compliance with those obligations and with our policies. If you have any questions or comments about the content of this policy or if you need further information, you should contact the Senior Administration Officer on 01292 294 623 or by emailing info@bowlsscotland.com

2 Key definitions

2.1 **Controller** – the organisation that determines the purposes for which and manner in which personal data is used, in our case, Bowls Scotland.

2.2 **Criminal records information** means personal data relating to criminal convictions and offences, allegations, proceedings, and related security measures.

2.3 **Data subject** – a living individual who is the subject of personal data, for example, our members, current, past and prospective employees, members of our clubs, athletes, coaches, volunteers, etc.

2.4 **Information Commissioner's Office (the ICO)** – the ICO is the body responsible for enforcing and monitoring compliance with the Data Protection Laws in the UK.

2.5 **Personal data** – any information relating to an individual who can be directly identified from that information or indirectly identified from that information together with other information.

2.6 **Special categories of personal data** is defined as personal data revealing a data subject's:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- health;
- sex life or sexual orientation; and
- genetic or biometric data where processed for the purpose of uniquely identifying a data subject,

for the purposes of this policy, criminal records information will also fall under this definition.

2.7 **Processing** - any operation performed on personal data, including collecting, recording, storing, using, disclosing and deleting.

2.8 **Processor** – means a third party who processes personal data on behalf of a controller.

3 Principals of data protection

Bowls Scotland must ensure that we:

3.1 **Process personal data fairly, lawfully and in a transparent manner:**

Bowls Scotland will only process personal data where it is lawful to do so under the Data Protection Laws and ensure that all individuals for whom we process personal data are given access to our privacy notice(s) upon the collection of their personal data or within one month of receiving their personal data from a third party.

3.2 **Obtain personal data only for specific, explicit and legitimate purposes and not process it for any other purpose that is incompatible with those purposes:**

Bowls Scotland will ensure that personal data will be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

If we intend to use personal data for direct marketing purposes the data subjects are made aware of this and given the option to consent to **OR** opt in to having their personal data processed in this way. Opt-ins will be included on our online membership system (Azolve).

3.3 **Ensure that personal data is adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed:**

Bowls Scotland will monitor the quantities of personal data held for our purposes and ensure that we hold neither too much nor too little personal data in respect of the individuals about whom data is held.

3.4 **Ensure that personal data is accurate and where necessary, kept up to date:**

Bowls Scotland updates current records as notified directly in writing by individuals or clubs. Bowls Scotland members can view their specific data protection choices using the online membership check and can make changes to their choices which will automatically reflect in Azolve.

3.5 **Keep your personal data in a form which permits identification of data subjects for no longer than is necessary for the purpose for which it is processed.**

All personal data will be kept in an identifiable format for no longer than is necessary. Personal data will be kept for as long as necessary to provide members with membership services. Unless a member asks us not to, we will review and possibly delete personal information where a member has not renewed membership with Bowls Scotland for six years.

Employees' personal data will be retained for at least three years following termination of their employment and financial data will be retained for seven years from the end of the relevant financial year.

Certain personal data will be retained for longer in order to confirm identity, and to confirm previous membership with Bowls Scotland and to confirm how long members were with Bowls Scotland. Bowls Scotland needs to do this to comply with the Companies Act 2006, which requires keeping a register of members, or in the event of a claim against Bowls Scotland.

3.6 Keep personal data secure by means of appropriate technical and organisational safeguards:

Bowls Scotland must ensure that adequate security precautions are in place to prevent loss, destruction or unauthorised disclosure of personal data, which includes the following:

- all Bowls Scotland computers have a log in system, which allows only authorised personnel to access personal data. Passwords on all computers are changed frequently;
- all personal data is kept in a locked filing cabinet and can only be accessed by the Chief Executive Officer (CEO) where appropriate;
- all financial data is kept in a locked filing cabinet and can only be accessed by the CEO and the Finance Assistant where appropriate;
- all wellbeing protection data is kept in a locked filing cabinet and can only be accessed by the Bowls Scotland Child Protection Lead Officer where appropriate;
- when Bowls Scotland employees use laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers and that laptops are kept secure at all times (for example, laptops must not be left in cars or on public transport);
- our IT system automatically backs up all data held by Bowls Scotland. This server is located at the National Centre for Bowling, Hunters Avenue, Ayr, KA8 9AL; and
- Bowls Scotland's offices are locked out with office hours.

4 Lawful basis and purposes for processing personal data

Before any personal data is processed by Bowls Scotland for the first time, Bowls Scotland will:

4.1 review the purposes of the particular processing activity and select the most appropriate lawful basis under the Data Protection Laws. The lawful bases most commonly used by Bowls Scotland are that:

- the individual has consented – this is only appropriate where it is not a precondition of a service or another lawful basis applies and does not apply to employee personal data;
- the processing is necessary for performance of or to take steps to enter into a contract with the individual – this will apply to our members, employees and anyone requesting services or support from Bowls Scotland;
- the processing is necessary to comply with a legal obligation – Bowls Scotland needs to process certain personal data under law, such as to comply with **sportscotland's** regulatory requirements or employee personal data for HMRC reporting purposes; or
- the processing is necessary for Bowls Scotland's or a third party's legitimate interests – provided that the legitimate interests are not overridden by the interests of the data subject;

4.2 when determining whether legitimate interests are the most appropriate for lawful processing, BOWLS Scotland will:

- conduct a legitimate interests assessment (LIA) using the template set out in Appendix 1 and keep a record of it, to ensure that we can justify our decision;
- if the LIA identifies a significant privacy impact, consider whether we also need to conduct a data protection impact assessment (DPIA);
- keep the LIA under review, and repeat it if circumstances change; and
- include information about our legitimate interests in our relevant privacy notice(s).

4.3 where special categories of personal data are involved in the processing activity, identify the most appropriate special condition for processing in addition to a lawful basis above. The special conditions most commonly used by BOWLS Scotland are that:

- the individual has explicitly consented – this is only appropriate where it is not a precondition of a service or another lawful basis applies and does not apply to employee personal data;
- the processing is necessary for BOWLS Scotland to perform our obligations or exercise rights under employment law – this would apply to employee personal data, for example, to maintain attendance and performance records – and Appendix 2 will apply;
- the processing is necessary for BOWLS Scotland to establish, exercise or defend legal claims; or
- the processing is necessary for substantial public interest reasons (for example, equality monitoring, safeguarding, anti-doping and standards of performance in sport) and Appendix 2 will apply;

4.4 document BOWLS Scotland's decision as to which lawful basis and special condition (if applicable) applies, to help demonstrate compliance with the data protection principles; and

4.5 include information about the purposes, lawful basis and special condition (if applicable) of the processing within our privacy notice(s).

Before processing any special categories of personal data, employees must notify the Senior Administration Officer of the proposed processing, in order that the Senior Administration Officer may assess whether the processing complies with the criteria noted above.

Special categories of personal data will not be processed until:

- the assessment by the Senior Administration Officer has taken place; and
- the data subject has been properly informed (by way of a privacy notice or otherwise) of the nature of the processing, the purposes for which it is being carried out and the lawful basis and special condition for it.

5. Privacy notices

Bowls Scotland will issue privacy notices from time to time to ensure that data subjects understand how their personal data is collected, used, stored, shared and deleted by Bowls Scotland. Our privacy notices will be kept under review and updated when required.

We will take appropriate measures to provide information in privacy notices in a concise, transparent, intelligible and easily accessible form, using clear and plain language.

6. Data protection impact assessments (DPIAs)

Where processing is likely to result in a high risk to an individual's data protection rights (for example, where Bowls Scotland is planning to use a new form of technology) we will, before commencing the processing, carry out a DPIA to assess:

- whether the processing is necessary and proportionate in relation to its purpose;
- the risks to individuals; and
- what measures can be put in place to address those risks and protect personal data.

Before any new form of technology is introduced, the person responsible should contact the Senior Administration Officer in order that a DPIA can be carried out.

During the course of any DPIA, we will seek the advice of the Senior Administration Officer and the views of a representative group of employees and any other relevant stakeholders.

7. Documentation and records

Bowls Scotland keeps written records of processing activities, including:

- the name and details of Bowls Scotland;
- the purposes of the processing of personal data by Bowls Scotland;
- a description of the categories of individuals and categories of personal data processed by Bowls Scotland;
- categories of recipients of personal data with whom Bowls Scotland shares personal data;
- where relevant, details of transfers to countries out with the EU, including documenting the transfer mechanism safeguards in place;
- details of how long Bowls Scotland keeps personal data; and
- a description of technical and organisational security measures put in place to keep personal data secure.

8. Contracts

If the personal data held by Bowls Scotland is passed to a third party who uses that personal data on behalf of Bowls Scotland as a processor (for example, to provide services to Bowls Scotland), the third party must sign a written data processing agreement or a written agreement with a data processing clause included. Such agreement or clause must include, as a minimum, that the third party shall:

- only act on the written instructions of Bowls Scotland (unless required by law to act without such instructions);

- ensure that people processing personal data on behalf of Bowls Scotland are subject to a duty of confidence;
- take appropriate measures to ensure the security of its processing of personal data;
- only engage a sub-contractor to process personal data on behalf of Bowls Scotland with the prior consent of Bowls Scotland and a written contract;
- assist Bowls Scotland in responding to requests from data subjects seeking to exercise their rights under the Data Protection Laws;
- assist Bowls Scotland in meeting its obligations under the Data Protection Laws in relation to security of processing, the notification of personal data breaches and DPIAs where applicable;
- delete or return all personal data to Bowls Scotland as requested at the end of the contract;
- allow data protection audits and inspections by Bowls Scotland of personal data held on its behalf (if requested) to ensure that both parties are meeting their requirements under the Data Protection Laws and tell Bowls Scotland immediately if asked to do something that infringes the Data Protection Laws; and
- indemnify Bowls Scotland against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

Before any new agreement involving the processing of personal data by an external organisation is entered into, or an existing agreement is altered, the relevant employee must seek approval of its terms by the Senior Administration Officer.

9. Transferring personal data

All personal data held by Bowls Scotland must not be transferred outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data. This includes where Bowls Scotland uses any IT system that has servers based outside of the European Economic Area.

Before any transfers take place, the Senior Administration Officer must be notified in order to implement the appropriate safeguards required under the Data Protection Laws.

10. Individual obligation

Individuals are responsible for helping Bowls Scotland keep their personal data up to date. Data subjects should let the Senior Administration Officer know if the information they have provided to Bowls Scotland changes, for example if they move house or an employee change details of the bank or building society account to which they are paid. Alternatively, members can update their own personal information on a secure basis via Azolve <https://bowlsscotland.azolve.com/Account.mvc/SignIn>.

Employees, board members, coaches and volunteers may have access to the personal data of other employees, board members, suppliers, members, coaches, volunteers and athletes in the course of their employment or engagement. If so, Bowls Scotland expects them to help meet our data protection obligations to those individuals under the Data Protection Laws.

Anyone who has access to personal data must:

- only access the personal data that they have authority to access, and only for authorised purposes;
- only allow other individuals to access personal data if they have appropriate authorisation;
- keep personal data secure (for example, by complying with rules on access to premises, computer access, password protection and secure file storage and destruction and other precautions set out by Bowls Scotland from time to time);
- not remove personal data, or devices containing personal data (or which can be used to access it), from Bowls Scotland's premises unless appropriate security measures are in place (such as pseudonymisation, encryption or password protection) to secure the personal data and the device; and
- not store personal data on local drives or on personal devices that are used for work purposes.

You should contact the Senior Administration Officer if you are concerned or suspect that one of the following has taken place (or is taking place or likely to take place):

- processing of personal data without a lawful basis for its processing or, in the case of special categories of personal data, without one of the special conditions being met;
- any personal data breach as set out in section 14 of this policy;
- access to personal data without the proper authorisation;
- personal data not kept or deleted securely;
- removal of personal data, or devices containing personal data (or which can be used to access it), from Bowls Scotland's premises without appropriate security measures being in place;
- any other breach of this policy or of any of the data protection principles.

11. Information security

Bowls Scotland will use appropriate technical and organisational measures to keep personal data secure, and in particular to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. Such measures may include:

- making sure that, where possible, personal data is pseudonymised or encrypted;
- ensuring the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- ensuring that, in the event of a physical or technical incident, availability and access to personal data can be restored in a timely manner; and
- a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

12. Retention of personal data

Personal data should not be retained for any longer than necessary. The length of time over which personal data should be retained will depend upon the circumstances, including the reasons why the personal data was obtained. Employees should follow the relevant retention period set out above, or the criteria that should be used to determine the retention period. Where there is any uncertainty, employees should consult the Senior Administration Officer.

Personal data that is no longer required will be deleted permanently from our information systems and any hard copies will be destroyed securely.

13. Rights of the individuals

Data subjects have the following rights in relation to their personal data:

- to be informed about how, why and on what basis that information is processed – as contained within Bowls Scotland's privacy notice(s);
- to obtain confirmation that their personal data is being processed by Bowls Scotland and to obtain access to it and certain other information, by making a subject access request;
- to have personal data corrected if it is inaccurate or incomplete;
- to have personal data erased if it is no longer necessary for the purpose for which it was originally collected / processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as the "right to be forgotten");
- to object to Bowls Scotland processing their personal data for direct marketing purposes or where the processing is in pursuit of Bowls Scotland's or a third party's legitimate interests;
- to restrict the processing of personal data where the accuracy of the data is contested, or the processing is unlawful (but the individual does not want the personal data to be erased), or where Bowls Scotland no longer needs the personal data but the data subject requires the personal data to establish, exercise or defend a legal claim; and
- to restrict the processing of personal data temporarily where the data subject does not think it is accurate (and Bowls Scotland is verifying whether it is accurate), or where the data subject has objected to the processing (and Bowls Scotland is considering whether its legitimate grounds override the data subject's interests); and
- where a data subject provides Bowls Scotland with personal data and we process it with their consent or under contract by automated means, the data subject can request their personal data for their own reuse (a right to data portability).

Individuals can exercise any of the following rights by writing to Bowls Scotland at:

Private & Confidential
Senior Administration Officer
Bowls Scotland
National Centre for Bowling
Hunters Avenue
Ayr
KA8 9AL

Where employees or board members receive a request from an individual that relates to their personal data and they are not authorised to handle such a request, they must immediately notify the Senior Administration Officer of the request. The Data Protection Laws only give Bowls Scotland one month to respond to requests so employees or board members should not delay in notifying the Senior Administration Officer of any request.

14. Personal data breaches

A personal data breach may take many different forms, for example:

- loss or theft of personal data or equipment on which personal data is stored;
- unauthorised access to or use of personal data either by an employee or third party;
- loss of personal data resulting from an equipment or systems (including hardware and software) failure;
- human error, such as accidental deletion or alteration of personal data;
- unforeseen circumstances, such as a fire or flood;
- deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
- 'blagging' offences, where personal data is obtained by deceiving Bowls Scotland.

Bowls Scotland will:

- make the required report of a personal data breach to the ICO without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
- notify the affected individuals if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

It is important that staff report any suspected or actual personal data breach to the Data Protection Officer immediately. The Senior Administration Officer will be responsible for recording and reporting data breaches.

15. Training

Bowls Scotland will ensure that employees are adequately trained regarding their data protection responsibilities. Individuals whose roles require regular access to personal data, or who are responsible for implementing this policy or responding to data subject requests under this policy, will receive additional training to help them understand their duties and how to comply with them.

16. Consequences of failing to comply

Bowls Scotland takes compliance with this policy very seriously. Failure to comply with this policy:

- puts at risk the individuals whose personal data is being processed;
- carries the risk of significant civil and criminal sanctions for the individual and Bowls Scotland; and
- may, in some circumstances, amount to a criminal offence by the individual.

Because of the importance of this policy, an employee's failure to comply with any requirement of it may lead to disciplinary action under Bowls Scotland's procedures, and this action may result in dismissal for gross misconduct. If a non-employee breaches this policy, they may have their contract or engagement terminated with immediate effect.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the Senior Administration Officer.

17. Policy review

This policy will be reviewed every three years. The next review will therefore take place in June 2023 or earlier to take account of:

- legislative, regulatory and good practice requirements;
- Bowls Scotland's performance; or
- the views of any stakeholder in the use of personal data.

Appendix 1 – LIA template

Part 1: Purpose test

You need to assess whether there is a legitimate interest behind the processing.

- Why do you want to process the data?
- What benefit do you expect to get from the processing?
- Do any third parties benefit from the processing?
- Are there any wider public benefits to the processing?
- How important are the benefits that you have identified?
- What would the impact be if you couldn't go ahead with the processing?
- Are you complying with any specific data protection rules that apply to your processing (e.g. profiling requirements, or e-privacy legislation)?
- Are you complying with other relevant laws?
- Are you complying with industry guidelines or codes of practice?
- Are there any other ethical issues with the processing?

Part 2: Necessity test

You need to assess whether the processing is necessary for the purpose you have identified.

- Will this processing actually help you achieve your purpose?
- Is the processing proportionate to that purpose?
- Can you achieve the same purpose without the processing?
- Can you achieve the same purpose by processing less data, or by processing the data in another more obvious or less intrusive way?

Part 2: Balancing test

You need to consider the impact on individuals' interests and rights and freedoms and assess whether this overrides your legitimate interests.

Nature of the personal data

- Is it special category data or criminal offence data?
- Is it data which people are likely to consider particularly 'private'?
- Are you processing children's data or data relating to other vulnerable people?
- Is the data about people in their personal or professional capacity?

Reasonable expectations

- Do you have an existing relationship with the individual?
- What's the nature of the relationship and how have you used data in the past?
- Did you collect the data directly from the individual? What did you tell them at the time?
- If you obtained the data from a third party, what did they tell the individuals about reuse by third parties for other purposes and does this cover you?
- How long ago did you collect the data? Are there any changes in technology or context since then that would affect expectations?
- Is your intended purpose and method widely understood?
- Are you intending to do anything new or innovative?
- Do you have any evidence about expectations – e.g. from market research, focus groups or other forms of consultation?
- Are there any other factors in the particular circumstances that mean they would or would not expect the processing?

Likely impact

- What are the possible impacts of the processing on people?
- Will individuals lose any control over the use of their personal data?
- What is the likelihood and severity of any potential impact?
- Are some people likely to object to the processing or find it intrusive?
- Would you be happy to explain the processing to individuals?
- Can you adopt any safeguards to minimise the impact?

Can you offer individuals an opt-out?

Yes / No

Making the decision

This is where you use your answers to Parts 1, 2 and 3 to decide whether or not you can apply the legitimate interests basis.

Can you rely on legitimate interests for this processing?	Yes / No
Do you have any comments to justify your answer? (optional)	
LIA completed by	
Date	

What's next

Keep a record of this LIA and keep it under review.

Do a DPIA if necessary.

Include details of your purposes and lawful basis for processing in your record of processing activities and privacy notice(s), including an outline of your legitimate interests.

Appendix 2 – Appropriate policy document for special categories of personal data

As part of Bowls Scotland's activities, we process special categories of personal data in accordance with the requirements of the General Data Protection Regulation (the "**GDPR**") and the Data Protection Act 2018 (the "**DPA**").

Some of the conditions for processing special categories of personal data require us to have an Appropriate Policy Document in place under the DPA. This Appendix 2 sets out that document, which explains our procedures for securing compliance with the data protection principles.

Description of information processed

We process special categories of personal data in relation to:

- our employees – for example, health information relating to disabilities and sickness absences, trade union membership, religious beliefs and marital status; and
- our board members / members / athletes – for example, health information relating to disabilities and performance, safeguarding matters and equality information.

Further examples are set out below in this Appendix 2.

Conditions for processing

We process special categories of personal data under the following conditions:

- Article 9(2)(a) of the GDPR – explicit consent. Examples of our processing include collecting dietary requirements and health information from visitors who require reasonable adjustments to access our premises / services.
- Article 9(2)(b) of the GDPR and Paragraph 1(1) of Part 1 of Schedule 1 to the DPA – where processing is necessary for the purposes of performing or exercising obligations or rights in connection with employment, social security or social protection. Examples of our processing include employee sickness absences.
- Article 9(2)(f) of the GDPR – to establish, exercise or defend legal claims. Examples of our processing include processing relating to any employment tribunal, sports conduct action or other litigation.
- Article 9(2)(c) of the GDPR – where processing is necessary to protect the vital interests of an individual. An example of our processing would be using health information about an individual in a medical emergency.
- Article 9(2)(g) of the GDPR – reasons of substantial public interest, including:
 - Paragraph 8(1) of Part 2 of Schedule 1 to the DPA – where processing is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained. This only applies to processing of personal information revealing racial or ethnic origin and religious or philosophical beliefs and concerning health and sexual orientation. Examples of our processing include for equality monitoring purposes as required by **sportscotland** through aggregated and anonymised reports to promote or maintain equality within our sport;

- Paragraph 10(1) of Part 2 of Schedule 1 to the DPA – where processing is necessary to prevent or detect unlawful acts. Examples of our processing include where we report matters to the Police, local authorities or other regulatory bodies;
- Paragraph 12(1) of Part 2 of Schedule 1 to the DPA – where processing is necessary to comply with, or assist other persons to comply with, a regulatory requirement involving establishing whether another person has committed an unlawful act or been involved in dishonesty, malpractice or other seriously improper conduct. Examples of our processing include where we investigate and report matters to regulatory authorities, such as Disclosure Scotland, or assist with their investigations;
- Paragraph 18(1) of Part 2 of Schedule 1 to the DPA – where processing is necessary to protect an individual from neglect or physical, mental or emotional harm or to protect the physical, mental or emotional well-being of an individual where the individual is aged under 18 or aged 18 or over and at risk. Examples of our processing include where we receive reports of members / athletes at risk and need to take steps to ensure their safety;
- Paragraph 27(1) of Part 2 of Schedule 1 to the DPA – where processing is necessary for measures designed to eliminate doping which are undertaken by or under the responsibility of a body or association that is responsible for eliminating doping in a sport, at a sporting event or in sport generally or for the purposes of providing information about doping or suspected doping, to such a body or association. Examples include collecting athlete medication information and anti-doping declarations and sharing this with World Bowls; and
- Paragraph 28(1) of Part 2 of Schedule 1 to the DPA – where processing is necessary for the purposes of measures designed to protect the integrity of a sport or a sporting event and cannot be carried out with the data subject's consent. Examples include investigating dishonesty, malpractice or other seriously improper conduct or failure by a person participating in the sport or event in any capacity to comply with standards of behaviour set by Bowls Scotland or other governing bodies for our sport.
- Paragraph 33 of Part 3 of Schedule 1 to the DPA – where processing is necessary for legal proceedings, obtaining legal advice or otherwise to establish, exercise or defending legal rights. Examples of our processing include collecting information in relation to potential breaches of contracts of employment and tenancy agreements in order to take advice or action in relation to these.

Procedures for ensuring compliance with the data protection principles

Our Data Protection Policy sets out the measures that we have put in place to meet the requirements of the accountability data protection principle to demonstrate our compliance with the rest of the data protection principles. These include:

- documentation of processing activities, which is refreshed on a regular basis;
- having in place appropriate data protection policies; and
- undertaking DPIAs where required.

We will ensure compliance with the data protection principles as follows:

- **Lawfulness, fairness and transparency:** We have clear privacy notices and ensure that these are made available to individuals upon collection of their personal data by publishing privacy notices in our newsletters, on our website and with our Capitation form.
- **Purpose limitation:** We will not process special categories of personal data for purposes incompatible with the original purpose it was collected for:
 - for job applicants and employees, during the short-listing, interview and decision-making stages, no questions are asked relating to special categories of personal data; and
 - for membership and board membership applicants, members, board members and athletes, we will only ask for special categories of personal data required where one of the special conditions above applies.
- **Data minimisation:** We only keep special categories of personal data that is required for our purposes:
 - for job applicants and employees, if special categories of personal data is received during the recruitment process, for example, the applicant provides it without being asked for it within their CV or during the interview, no record is kept of it and any reference to it is immediately deleted or redacted, and 'right to work' checks are carried out before an offer of employment is made unconditional, and not during the earlier short-listing, interview or decision-making stages; and
 - for membership and board membership applicants, members board members, and athletes our forms only ask for required special categories of personal data and if additional information is received we will consider if we are required to keep this.
- **Accuracy:** Where we become aware that special categories of personal data are inaccurate or out of date, taking into account the purpose we process it for, we will take reasonable steps to ensure that special categories of personal data is deleted or corrected without delay.
- **Storage limitation:** All special categories of personal data processed by us for the purposes set out in this Appendix 2 is retained for the periods set out in our Data Protection Policy.
- **Security:** We implement appropriate technical and organisational security measures to protect special categories of personal data as detailed in our Data Protection Policy.

Retention and erasure

To determine the appropriate retention period for special categories of personal data we consider the amount, nature and sensitivity of the special categories of personal data, the potential risk of harm from unauthorised disclosure, the purposes for which we process such data and whether we can achieve those purposes through other means and applicable legal requirements.

Review

This Appendix 2 will be reviewed every three years.



W: www.bowlsscotland.com

E: info@bowlsscotland.com

T: 01292 294 623

Registered Name and Office:

Bowls Scotland
National Centre for Bowling,
Hunters Avenue,
Ayr
KA8 9AL

 Bowls Scotland

 bowlsscotland

 Bowlsscotland

 Bowls Scotland