



BOWLS SCOTLAND PRIVACY NOTICE MAY 2020

What we need

Bowls Scotland will be a “controller” of the personal information that you provide to us on our online membership system (known as Azolve), unless otherwise stated below. When the Club, Affiliate or Association register as a member of Bowls Scotland and an individual is identified as having a key role within the club, association or affiliation e.g. the main contact, the contact for any initiatives such as Try Bowls, person responsible for safeguarding, if you are coach or if a member of a club decides to register as an individual to book courses and purchase merchandise we will ask you for the following personal information:

- contact details – name, address, gender, nationality, email address, contact number and date of birth;
- which club you are a member of;
- membership criteria/category – player, non-player or event attendee; and
- equality information – disability (if any), ethnic group, religious belief, gender identity and sexual orientation.

The above information is provided by you via our annual capitation return / online membership system (Azolve). During the course of your membership, we may also collect any personal information that:

- you provide to us in your communications, interactions or correspondence with us, including but not limited to, via social media; and;
- is provided to us by your club, including but not limited to, in relation to our complaints and appeals procedure or in connection with any incident.

How we use your personal information

We need to collect our members’ personal information in order to:

- maintain a register of our members and send you invitations to members’ events, such as general meetings, workshops and courses, provide you with core member services, including

PVG checks, set up your online membership account and administer your account online, and send you membership communications by post or email in relation to services, including but not limited to, membership renewals and information on membership benefits;

- comply with our **sportscotland** reporting requirements, including but not limited to, reporting on the size, achievements and profile of our members;
- assist **sportscotland** with their research into participation in sport, by inviting members by email to participate in surveys always in relation to bowls;
- promote and encourage participation in bowls by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in bowls by accepting and managing entries for our competitions and checking your personal information, where required, to ensure you are entered into the correct category;
- monitor and develop participation in bowls by monitoring members’ engagement and participation through attendance and inviting our members to participate in surveys for researching and development purposes;
- develop and maintain our members’ qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/wellbeing & protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to bowls. We will use your personal information to investigate

investigate your complaint, to suspend membership and take disciplinary action where appropriate;

- run membership check to ensure that you are a Bowls Scotland member; and
- assist the application process for additional support, including financial.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice, where required, with information on how we will use your information for these additional purposes. We may be asked by our member clubs to collect and store personal information about their individual members. Where we do this, the clubs have a responsibility as “controllers” to provide their members with privacy notices and we will not use such personal information for any other purpose.

Our legal basis for holding and using your personal information

Under applicable data protection law, we must have a legal basis to collect, hold and use your personal information. Our legal bases are:

- to perform and manage our membership contract with you;
- to comply with our legal obligations under The Children (Scotland) Act 1995, Children and Young People (Scotland) Act 2014, The Protection of Vulnerable Groups (Scotland) Act 2007, Companies Act 2006, **sportscotland** regulatory requirements, the Equality Act 2010 and other applicable legislation that we must comply with;
- to protect your vital interests;
- with your consent (in limited circumstances); or

- our legitimate interests - while you have a legitimate interest in the protection of your personal information, we also have an overriding legitimate interest in handling and using your personal information, for example, to ensure the effective functioning of our organisation as a Scottish sport's governing body and members' organisation.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at info@bowlsscotland.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

We may collect and share personal information for the use of safeguarding, anti-doping or sports performance purposes. This information is shared with **sportscotland** and the Scottish Institute of Sport.

We may also collect personal information that includes "special categories" of personal information under applicable data protection legislation. For example, we are required to use our members' personal information relating to your disability (if any), ethnic group, religious belief, gender identity and sexual orientation for equality monitoring purposes as required by **sportscotland**.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

Whether information has to be provided by you and why

We require you to provide us with the personal information to enable us to register you as a member for the purposes of an individual identified as having a key role within the club, association or affiliation e.g. the main contact, the contact for any initiatives such as Try Bowls, person responsible for safeguarding, or if a member of a club decides to register themselves to allow them to book courses and purchase merchandise.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at competitions and events, we may share this with members of the Scottish media, sponsors, **sportscotland** and approved Partners.

We share your basic personal information (name, gender, date of birth, address, email address, telephone number, and qualifications if applicable) with the administrator of your club for the purposes of managing your membership. The club have their own privacy notice to cover any additional use of your personal data.

For individuals identified as having a key role within the club, association or affiliation e.g. the main contact, the contact for any initiatives such as Try Bowls or the person responsible for safeguarding, your basic personal information (name, club(s), affiliate or association you are a member of may be published so that members know who to get in touch with. A good example of this is the Yearbook, this and other publications may be published online, Bowls Scotland will seek your permission to publish basic personal information through opt-in options.

For active playing and non-playing members, your basic personal information (name, gender, date of birth if over 16, type of membership, and club(s) you are a member of) is shared with the Competition and Events Committee, staff and approved volunteers.

For active competitive players, your basic personal information (name, gender, nationality, date of birth) is shared with Team Scotland, World Bowls, Commonwealth Games Scotland, Commonwealth Youth Games Scotland, BIBC, BIWBC and any other events attended as part of Bowls Scotland's performance programme for the purposes of competitions and events.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information as is strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Bowls Scotland utilises Azolve to host our membership database, as part of which Azolve contracts third party payment providers to process your payments on our behalf. Azolve and its payment providers process our members' personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

How we protect your personal information

Your personal information is stored on our manual / electronic filing systems and our servers based in the National Centre for Bowling and is accessed by our staff for the purposes set out above.

Where your personal information is transferred out with the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

We use MailChimp and Dropbox, US-hosted third party providers, to send out some of our email communications and store your personal information, who are both certified as adhering to the EU-Privacy Shield. MailChimp's privacy policy can be accessed

<https://mailchimp.com/legal/privacy/>

and Dropbox's privacy policy can be accessed

https://www.dropbox.com/en_GB/business/trust/privacy/data-protection

How we store your personal information

Your personal information is stored on our electronic filing system and our servers, is password protected and is accessed by our staff and approved volunteers for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where a club, affiliate or association have not renewed your membership with us for six years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of a club, affiliate or association and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Bowls Scotland.

Your rights

You can exercise any of the following rights by writing to us at our registered office or emailing

info@bowlsscotland.com

or by logging onto your account at <https://bowlsscotland.azolve.com/Account.mvc/LogIn>

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information that we hold about you is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes;
- if you wish us to delete your personal information that we hold about you, you may request that we do so;
- you have a right to object to our processing of your personal information in certain circumstances;
- you may request personal information concerning you held by us, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit such information to a third party in certain situations; and
- if applicable, you have a right to object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.

Any requests received by Bowls Scotland will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

FOR FURTHER INFORMATION GO TO:

W: www.bowlsscotland.com

E: info@bowlsscotland.com

T: 01292 294 623



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Registered Name and Office:

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

 Bowls Scotland

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