

(INSERT BOWLING CLUB NAME)

(INSERT CLUB ADDRESS)

General Data Protection

Members Privacy Notice

**(INSERT DATE ADOPTED)**

**Privacy Notice for (CLUB NAME)**

(CLUB NAME) takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

**What we need from you**

When you register as a member of (CLUB NAME) or renew your membership (including if you are registering or renewing on behalf of a young person aged 18 or under), we may ask you for some or all the following personal information.

[Examples provided in bullet point list below, please delete or add as appropriate]

* Contact details – e.g. name, address, email address and phone/mobile number.
* Membership Category – e.g. Full Member, Junior, Honorary etc.
* Equality information – sex, gender, disability, ethnic group, sexual orientation, and religion.
* [Add anything else you ask for – delete as appropriate]

When you volunteer with (CLUB NAME), we will ask you for the following personal information:

* contact details – name, address, email address, date of birth, etc.
* equality information – for example, disability (if any), ethnic group, religious belief, gender identity and sexual orientation.
* If applicable, details of PVG membership.
* [Add anything else you ask for – delete as appropriate]

**Why we need your personal information – contractual purposes**

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

* + Provide you with core member services, including, for example, details of competitions etc.
* Send you membership communications by post or email in relation to essential membership services, including but not limited to:
* Club Newsletters
* Membership Renewals
* [Add anything else you send to members – delete as appropriate]

If you do not provide us with all of the personal information that we need this may affect our ability to offer you all the benefits of being a member of (CLUB NAME).

**Why we need your personal information – legitimate purposes**

We also process our members’ personal information in pursuit of our legitimate interests to:

* Promote and encourage participation in lawn bowling by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your photo may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes.
* Provide competition in lawn bowling by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
* 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 / child protection requirements;
* Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to lawn bowls. We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action where appropriate.

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 please contact the Secretary 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.

When volunteering we will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007.

This information will include:

* Your PVG certificate number
* PVG membership number
* date of issue
* any relevant information in relation to your membership of the PVG scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

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 the Secretary and advise them of this. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

**Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members and volunteers for the purposes of complying with our obligations under:

* Our club constitution
* The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
* The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary
* The General Data Protection Regulation (EU) Act 2016/679.

**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 with information on how we will use your information for these additional purposes.

**Who we share your personal information with**

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.

The (CLUB NAME) employs third party suppliers to provide services, including printing our Membership and Fixtures booklet. These suppliers may process 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.

In the event that we do share personal information with third parties we will only share such personal information 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.

As an affiliated club of Bowls Scotland, we are required to ensure that all members of our club are also affiliated with Bowls Scotland. We will share your name and membership category with Bowls Scotland who will become a “controller” of your personal information when they receive it. Bowls Scotland privacy notice explains how they use your personal information and can be accessed at [www.bowlsscotland.com](http://www.bowlsscotland.com)

**How we protect your personal information**

Your personal information is stored on (INSERT HOW INFORMATION STORED)

This could be any of the following:

* Locked Filing Cabinet
* Encrypted/Password Protected Spreadsheet

Access to this information is reserved to [Add in all the people who have access e.g. Secretary, Treasurer, Committee Members etc.]

**How long we keep your personal information**

We will only keep your personal information to provide membership services for your membership with (CLUB NAME). Where you have not renewed your membership with (CLUB NAME), this information will be archived and saved for a minimum of two years upon which it will be deleted.

**Your rights**

You can exercise any of the following rights by writing to us at (INSERT CLUB ADDRESS & CLUB EMAIL *if applicable – do not put a personal email address here*). 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 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; and
* If you wish us to delete your personal information, you may request that we do so.

Any requests received by (CLUB NAME) 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](http://www.ico.org.uk)