

MISTLEY & MANNINGTREE BOWLS CLUB

New Road, Mistley CO11 2ER

Privacy policy

We, the Management Committee of the Mistley & Manningtree Bowls Club (the Club), are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. We have provided this policy to ensure that you understand what personal data we may collect and hold about you, what we may use it for and how we keep it safe. You have legal rights to access the personal data that we hold about you and to control how we use it which are also explained.

Who we are and how you can contact us

The Mistley & Manningtree Bowls Club is a not-for-profit body set up to provide outdoor bowling facilities and snooker and other indoor games at the Club's premises on New Road, Mistley, CO11 2ER. We are the data controller and this means that we decide how, and for what purposes, your personal data is processed.

You can contact us by emailing the Honorary Secretary on mmbowlsec@gmail.com or in writing to the above address.

Information we collect from you

We will collect and process the personal data you give to us when you apply for membership, request to play for the Club, request to enter a competition run by the Club, enter other competitions through the Club or when you correspond with us in writing, by e-mail, by telephone, in person or otherwise. The information you give us may include your name, address, e-mail address, telephone numbers and gender. We will endeavour to ensure that this is kept up to date.

Uses made of your personal data

We use personal data held about you in the following ways:

- to carry out our obligations arising from your membership of the Club;
- to notify you when you can and cannot use the Club's facilities;
- to notify you of Club bowls matches and see if you are available to play, where you have indicated that you want to play in matches for the Club;
- to notify you of Club competitions and see if you wish to play, where you have indicated that you want to play in matches for the Club;
- to notify you of the other bowls competitions you can enter through the Club;
- to notify you of social events run by the Club;
- to manage and administer the Club's business, including notices of AGMs, other general meetings, changes to the Club's rules or when your membership subscription is due.

When we need your consent to use your personal data

Whilst we always want you to be aware of how we are using your personal data, this does not necessarily mean that we need to ask for your consent before we use it. In the day to day running of our Club we may use your personal data without asking for your consent because:

MISTLEY & MANNINGTREE BOWLS CLUB

New Road, Mistley CO11 2ER

- we are entering into and carrying out our obligations under your membership of the Club; or
- we need to use your personal data for the Club's own legitimate purposes (such as informing you of club competitions, arranging teams for matches and the administration and management of the Club) and our doing so will not interfere with your privacy rights.

In exceptional circumstances we may wish to use your personal data for a different purpose which does require your consent. In these circumstances we will contact you to explain how we wish to use your data and to ask for your consent. You are not required to give consent just because we ask for it. If you do give consent you can change your mind and withdraw it at a later date.

Personal data you are legally obliged to provide

You are not under a legal obligation to provide us with any of your personal data but please note that if you elect not to provide us with your personal data you may not be able to become or remain a member of the Club.

Disclosure of your personal data

We share your data with the following people in the day to day running our business:

Selected third parties including:

- Opposition clubs when playing for the Club.

We may also disclose your personal data to third parties on a one-off basis, for example, if:

- You personally wish to enter a County, National or other competition.

Where we store your personal data

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. We take every care to ensure that your personal data is kept secure. All information you provide to us is securely stored on our database.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted by email; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Access to information

You have a legal right to know what personal data we hold about you – this is called the right of subject access. You can exercise this right by sending us a written request at any time. Please mark your letter "Subject Access Request" and send it to.

You also have rights to:

- have inaccurate personal data corrected or deleted;
- object to our using your personal data in ways that are likely to cause you damage or distress;
- restrict our use of your personal data;

MISTLEY & MANNINGTREE BOWLS CLUB

New Road, Mistley CO11 2ER

- require that we delete your personal data;
- require that we provide you, or anyone that you nominate, with a copy of any personal data you have given us in a structured electronic form such as a CSV file.

You can find full details of your personal data rights on the Information Commissioner's Office website at www.ico.org.uk.

How long we keep your personal data

We only keep your personal data for as long as we actually need it. In practice this means that we will keep:

- your name, contact details and the dates you were a member for up to 6 years after you cease to be a member;
- complaint records for up to 5 years;
- email and written correspondence for up to 5 years after you cease to be a member;
- your name where you were a winner or runner up in a Club competition indefinitely.

Please note that we may use your personal data for statistical purposes. We keep statistical data indefinitely but we take care to ensure that such data can no longer identify or be connected to any individual.

How you can make a complaint

If you are unhappy with the way we have used your personal data please contact us to discuss this using the contact details set out below.

You are also entitled to make a complaint to the Information Commissioner's Office which you can do by visiting www.ico.org.uk. Whilst you are not required to do so, we encourage you to contact us directly to discuss any concerns that you may have and to allow us an opportunity to address these before you contact the Information Commissioner's Office.

Contact Us

Questions, comments and requests regarding this privacy policy should be addressed to the Honorary Secretary by email at mmbowlssec@gmail.com or in writing to the address above.

How we keep this policy up to date

We will review and update this policy from time to time. This may be to reflect a change in the leisure facilities we offer or to our internal procedures or it may be to reflect a change in the law.

The easiest way to check for updates is by looking for the latest version of this policy displayed in the club house or you can contact us (see Contact Us) to ask us to send you the latest version of our policy.

Each time we update our policy we will update the policy version number shown at the end of the policy and the date on which that version of the policy came into force.

This is policy version 3 which came into effect on 1 April 2021