

MOORDOWN BOWLING CLUB



GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICY

Policy

Moordown Bowling Club's (MBC) General Data Protection (GDPR) Policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. MBC is committed to ensuring that we comply with the General Data Protection Regulations (GDPR) principles, as listed below:

- *Meet our legal obligations as laid down by the General Data Protection Regulations (GDPR).*
- *Ensure that data is collected and used fairly and lawfully.*
- *Process personal data necessary to meet our operational needs or fulfil legal requirements.*
- *Take steps to ensure that personal data is up to date and accurate.*
- *Establish appropriate retention periods for personal data.*
- *Provide members with access to their personal information upon request.*
- *Abide by Article 15, granting members the right to have their personal information erased.*
- *Provide adequate security measures to protect personal data.*
- *Ensure Computer Security Software is current.*
- *Ensure Computers containing personal information are password protected.*
- *Ensure that a nominated member is responsible for data protection compliance and provides a point of contact for all data protection issues.*
- *Ensure that all members are made aware of good practice in data protection.*
- *Provide adequate training for all members responsible for personal data.*
- *Ensure that queries about data protection, internal and external to the Club, are dealt with effectively and promptly.*
- *Regularly review data protection procedures and guidelines within the Club.*
- *Ensure that everyone handling personal data knows where to find further guidance.*

Data Protection

Personal Data is any data which may be used to identify, contact or locate a specific person. In this regard, MBC holds and acts as follows:

- *Members names, date of birth, address, post code, home and, where known, mobile phone number, as well as email addresses.*
- *This information is held on personal computers by those club officials with the need to process such information, principally the Treasurer and Secretary – and – also in hard copy form via individual MBC member application forms.*
- *Names and phone numbers only are made available to all members.*
- *Date of Birth Information is held for Club insurance purposes only. For reasons of safeguarding, Health Profiles are held for Junior members with such details provided by parents/guardians.*
- *No member's financial information (e.g. Bank details) is held by the club.*
- *All circular email communications sent to members will be via 'Bcc'.*

Data Sharing

The only personal information shared is that which is relevant and required by other Bowling Associations/Organisations to which MBC is affiliated – and - needed by those Associations in order that they can adequately communicate with MBC and inform members of, for example, selection for Association matches and participation in competitions etc.

Data Erasure

Anyone who has their personal data held by the Club has the right to access, view and erase this data. A subject Access Request (Article 15) grants every citizen the right to a copy of all their personal data held by the Club. MBC will provide this information in an electronically transportable format usable by the Candidate requesting the information. The Right to be Forgotten (Article 16 &17) entitles Candidates to have this data erased. The Club understands that failure to fulfil this entitlement will be a violation of GDPR and subject to penalties.

Data Retention

Personal data is held for the following periods:

- For one year after a member has left the Club.
- As members renew on an annual basis, their previous details are erased and replaced with the provided current information.
- All hard copy personal data is destroyed via shredding when no longer necessary or applicable to be held.

Data Breaches

In the event of a data breach posing any kind of threat to member's personal information, the Club will inform the affected individuals within 72 hours of such a breach being known.

Responsible Person

MBC Secretary will be responsible for Data Protection Compliance and will be the point of contact for all data protection issues.

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