

**WOODCOCK PARK BOWLING CLUB**  
**GENERAL DATA PROTECTION REGULATION (GDPR)**  
**PRIVACY NOTICE FOR OUR MEMBERS**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect in respect of your membership with us. This notice applies to you if you have registered to become or are a member of our Club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information. Data comprises electronic data and ordered paper filing systems containing personal information.

References to **we, our, us** or **Club** in this privacy notice are to the **Woodcock Park Bowling Club**.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our General Purposes Committee (GPC) has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

**1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

When you become a member of our Club, you may initially provide us with or we may obtain **personal information** about you, such as:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- images in video and/or photographic form taken at club events or during competitions and matches;
- records and assessment of any player rankings, competition results, details regarding events/matches/games attended and performance;
- any disciplinary and grievance information;

**2. SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We have no intention of collecting or storing any sensitive personal information regarding you.

**3. WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information about our members when you apply to become a member of the Club, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way. Other than its information web site the Club has no central facilities for storing or processing personal data. However, certain members of the GPC do keep a list of members' personal information for the purposes set out in this document and they undertake to remove such data when they are no longer a member of the GPC.

**4. USES MADE OF THE INFORMATION**

The table below describes the main purposes for which we process your personal information, the categories of your information involved and the basis for being able to do this.

<b>Purpose</b>	<b>Personal information used</b>	<b>Lawful basis</b>
<b>To administer the membership you have with us and managing our relationship with you, including dealing with subscriptions, competitions, events and updates on Club activities.</b>	All contact and membership details and records of your interactions with us.	This is necessary to enable us to properly manage and administer your membership with us.
<b>To answer your queries or complaints</b>	Contact details and records of your interactions with us	To provide a services to you in case there are any issues with your membership.
<b>Retention of records</b>	All the personal information we collect.	We need to retain records whilst they may be required in relation to annual Account Examination or complaints or claims.
<b>To analyse data to better understand event attendance and trends within the club</b>	Records of your participation in any events or competitions organised by us.	We have a legitimate interest in doing so for the proper administration of the Club.
<b>For the purposes of promoting the club and membership.</b>	Images in video and/or photographic form.	Where you have given us your consent to do so
<b>To gather evidence for possible grievance or disciplinary hearings</b>	All the personal information we collect	We have a legitimate interest in doing so to provide a fair environment for all members and to ensure the effective management of any hearings, appeals and adjudications.

To be admitted to the Club we require members to provide us with the requested personal information so that we can keep you informed about competitions and matches you may wish to enter.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contacting us**" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so. Withdrawing consent may also have the same effect as not providing the information in the first place, for example we may no longer be able to provide certain club information to you.

## 5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

Personal information for contact purposes is set out in the annual Membership List and Fixture Programme distributed to all members. Members' contact details within the Membership List is restricted to name, address, email and telephone numbers and, except for addresses, may also be listed in a password protected section of the Club's web site.

We do not share personal information with any third parties other than members of the GPC as set out above and other members who may use the information contained in the Membership List in order to arrange matches and competitions involving other members.

## 6. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information is as long as you remain a member of the Club and longer for the purposes of Accounts Examination or analysing membership and competition statistics. The only exception may be following any personal injury or discrimination claim when information may be retained until the limitation period for such claims has expired.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. Alternatively, you can contact us by using the details set out in the "**Contacting us**" section below.

## 7. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or a third party;

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

## 8. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

## 9. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email the Club Secretary, Ray Ebrahimi, ([ramonebrahimi32@gmail.com](mailto:ramonebrahimi32@gmail.com)) or write to us at:

The Secretary  
Woodcock Park Bowling Club  
131 Woodcock Hill  
Harrow, Middx.  
HA3 0JW

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