

**Newport Pagnell Bowling Club**

**Data Protection Policy**

<b><u>Issue Number</u></b>	<b><u>Reviewed</u></b>	<b><u>Date</u></b>	<b><u>Renewal</u></b>
Issue 1	J. Jarvis / V. Hayward / F. Llewellyn	August 2020	August 2021
Issue 2	J. Jarvis / V. Hayward	January 2022	January 2024
Issue 3	J. Jarvis / V. Hayward	January 2024	January 2026
Issue 4	V. Hayward (on behalf of J. Jarvis)	January 2026	January 2028
Issue 5	J. Jarvis / S, Goff	June 2026	January 2028

## **Data Protection Act**

The Data Protection Act 2018 controls how personal information is used by organisations, businesses and the Government each of which must make sure the information they hold is used fairly, lawfully and transparently.

## **Newport Pagnell Bowls Club as an organisation**

Newport Pagnell Bowls Club (NPBC) is exempt from registering with the Information Commissioner's Office, but will apply the (6) Data Protection principles that came into force with the Data Protection Act 2018. These state that data should be:-

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and where necessary kept up to date
- Kept no longer than necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

NPBC will be the "controller" of personal information provided to it.

The NPBC Data Protection Officer (DPO) is the Club Secretary, who owns this policy.

## **Members' personal data**

When you register as a member of NPBC or renew your membership (including acting on behalf of a Junior member) we will ask for some personal information. For example:-

1. Contact details - name, address, email address, phone number
2. Date of birth
3. Membership category – Full, Social, Junior etc
4. Equality information - disability etc
5. Where applicable proof of Disclosure and Barring Service (DBS) screening
6. Skills

NPBC will communicate with all its Junior members via their parent / nominated guardian.

## **Volunteers' personal data**

When you volunteer with NPBC we will ask for some personal information. For example:-

1. Contact details - name, address, email address, phone number
2. Date of birth
3. Membership category - Full, Social etc
4. Equality information - disability etc
5. Where applicable proof of Disclosure and Barring Service (DBS) screening
6. Skills

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

We need to collect our members' personal information so that we can manage their membership.

We will use our members' personal information to:

1. Provide essential member services.
2. Communicate by post, email or phone in relation to essential membership services e.g. general meeting notices, membership renewals, membership fees, information, competition notices, newsletters.

If you are unable to, or choose not to, provide all the information requested it may affect our ability to offer the full membership services and benefits.

## **Why we need personal information – legitimate interests**

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

1. Promote and encourage participation in bowling by sending communications for upcoming competitions and events. Our competitions and events may be filmed or photographed, and personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes.
2. Provide competition in bowling by accepting and managing entries for our competitions and ensuring individuals are entered into the correct category.
3. Develop and maintain members' qualifications, including sending communications to inform them of upcoming courses and renewal requirements and to verify that they have completed any mandatory or advisory training and are compliant with any legal requirements.
4. Respond to, and communicate regarding, members' questions, comments, support needs, concerns or allegations in relation to bowls.
5. Adhere to complaints, misconduct and disciplinary procedures.

## **Your right to object**

Where we process your personal information in pursuit of our legitimate interests, you have the right to object.

If you wish to object to any of the above processing in pursuit of our legitimate interests, you should email the DPO at [secretary@newportpagnellbowlsclub.org](mailto:secretary@newportpagnellbowlsclub.org)

If we uphold your objection it may affect our ability to provide benefits to you as a member or volunteer.

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

We are required to process certain personal information relating to our members and volunteers for the purposes of complying with our legal obligations. For example:-

1. To check that our coaches and other members can undertake regulated work with children and adults at risk
2. To make reasonable adjustments to avoid discrimination

## **Who we share your personal information with**

1. If your personal information is included in any images or videos taken by us at our competitions and events, we may share this for promotional and / or journalistic purposes.
2. We may be required to share personal information with statutory or regulatory authorities and organisations in order to comply with statutory obligations.
3. We may share personal information with our professional and legal advisors for the purpose of taking advice.

## **How we protect your personal information**

Your personal information is stored on a password protected spreadsheet that can be accessed by NPBC Secretary and other key personnel (eg Committee Members). Other Officers of the Club acting in an official capacity will be provided with relevant personal information.

All members will be provided by NPBC with other members' telephone contact details and email addresses.

In case of emergency, details are held securely in the Clubhouse and will be accessed only on a need-to-know basis in order to manage the emergency situation.

## **How long we keep your personal information**

We will keep your personal information for as long as necessary to provide membership services. Unless you ask us not to, we will review and possibly delete your personal information if you have not renewed your membership with us for 5 years.

## **Your rights**

You can exercise any of the following rights by writing to the DPO at [secretary@newportpagnellbowlsclub.org](mailto:secretary@newportpagnellbowlsclub.org)

Your rights in relation to your personal information are:

1. You have the right to request access to the personal information we hold about you by making a “Data Subject Access Request” (DSAR) to the DPO. Upon receipt of a DSAR, the DPO will advise NPBC committee. The committee will appoint an officer to manage the request. Two other officers will review the findings before the information is provided to the individual making the request.
2. If you believe that any of your personal information is inaccurate or incomplete, you have the right to request that we correct or complete your personal information.
3. You have the 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. However, this may affect our ability to communicate with you.

Any requests received by NPBC will be considered under applicable data protection legislation.

## **Complaints**

- If you wish to raise a complaint with NPBC regarding data protection, you should contact our DPO at [secretary@newportpagnellbowlsclub.org](mailto:secretary@newportpagnellbowlsclub.org)
- Your complaint will be acknowledged by our DPO within 30 days of receipt
- Our DPO will investigate your complaint and keep you informed of progress and
- Our DPO will advise you of the outcome of their investigations.

## **Reference**

[Data protection: The UK's data protection legislation - GOV.UK](#)

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