

SCB DATA PRIVACY POLICY

STATEMENT

1. **About this Policy**

- a. We are committed to respecting your privacy. This notice is to explain how we may use your personal information we collect, before, during and after your membership with us.
- b. This notice applies to you if you have registered to become – or are – a member of any club within Sussex County Bowls – Men's Section.
- c. this notice explains how we comply with the law on data protection, what your rights are and for the purpose of data protection we will be the controller of any of your personal information.
- d. References to we, our or us in this privacy notice are to Sussex County Bowls – Men's Section.
- e. We have NOT appointed a Data Protection Officer to oversee out compliance with data protection laws as we are not required to do so, but our Data Protection Compliance Manager, 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 document.

2. **Personal Information we may collect from your Club in respect of you.**

Dependant on your position within the Club we may seek for you to provide to us such information as:

- a. Personal contact details that allow us to contact you directly such as name, title, address, email address and telephone number(s).
- b. Records of your interactions with us such as telephone conversations, emails and other correspondence.
- c. Records of your attendance at events organised by us;
- d. Records and assessments of competition results, details regarding events/matches/games attended and performed;
- e. Any disciplinary and grievance information.

3. **Special Categories of Personal Information.**

We may also collect, store and use, the following 'special categories' of more sensitive personal information regarding you:

- a. Information about your health, including medical conditions;
- b) Information about any special dietary requirements.

In relation to the 'special category' personal data that we do process we do so on the basis that:

- * It is based on your explicit consent.

4. **Where we collect your Information**

We typically collect personal information when your club completes each of the Annual Affiliation Forms, or when replacement officers are appointed, the pre-season list of club members, when you apply to enter Competitions or to play for the County, when you make a query or complaint or when you correspond with us by phone, email or in some other way.

5. **Use 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 our lawful basis for being able to do this.

Type of information	Purposes	Lawful basis
A list of all Member's Christian and Surname - twice annually in October and by 30th April and any later additions to club membership.	Information required to be held by the County Secretary.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, address, e-mail address and telephone number of each Club Secretary – annually in October and on change of incumbent.	Information required to be held by the County Secretary and except for the address, published on the County website. Also, for onward transmission to Bowls England.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, e-mail address and telephone number of each Club Delegate, Match Secretary and Treasurer – annually in October and on change of incumbent.	Information required to be held by the County Secretary and for the Delegate and Match Secretary, published on the County website.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, e-mail address and telephone number of at least two members of each club - annually in October and on change of incumbent.	Information as required to be held by the County Secretary.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, e-mail address and telephone number of all entrants to Competitions - annually in October.	Information as required to be held by the Competition Secretaries and made available to other Competitors.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, e-mail address and telephone number of all players who wish to play in any County matches – annually in October and for later additions.	Information as required to be held by the County Secretary, Selection Committee and Team Managers and made available to other players.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Address, email or Tel. details - for any player - if specifically requested by the County Secretary.	Information as required by the County Secretary for specific legitimate reason.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Photos and videos of Members winning Competitions – on Finals Days.	Posting on the County website and possible usage in press releases.	Consent. We will seek the Member's consent on their Competition Entry Form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Information on Dietary requirements.	For Annual Dinner and meals after County Matches.	Consent. We will seek the information from members on their Annual Dinner Form and

		when selected for County Matches.
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For some of the information you will have a legal, contractual or other requirement or obligation for you to provide us the personal information that we request. If you do not provide us with the requested personal information we may not be able to admit you as a member or member club or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your affiliation. For other personal information you may not be under any obligation to provide it to us, but if you do not provide it we may not be able to properly provide the services required

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw that consent at any time, which you may do so 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 on bases other than your consent. 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 facilities to you.

6. **Direct Marketing**

Email, post and SMS Marketing. We will only send marketing messages to you that are relevant to the Sport of bowls or that we consider you may be interested in.

7. **Disclosure of your Personal Information**

We share some of your personal information as necessary with:

- a. The governing Body of our Sport – Bowls England. We may pass your personal data to Bowls England when we are required to do so and when it is in the legitimate interest of the club and Sussex County Bowls to do so.
- b. Officers of the Association as required, to enable them to undertake their responsibilities;
- c. Police, and Law enforcement officers to assist with the investigation and prevention of crime and the protection of national security.
- d. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

8. **How we protect your personal data**

- a. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- b. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

9. **Who else has access to the information you provide us?**

- a. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above.
- b. We may also pass your personal data to Bowls England when it is in the legitimate interest of the club and Sussex County Bowls to do so.

10. **How long do we keep your information?**

- a. We will hold your personal data on our systems for as long as you are a member of a Club within this County and for as long afterwards as it is in the County's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your

personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations.

b. We securely destroy all information once we have used it and no longer need it.

11. **Your rights**

a. You have rights under the GDPR:

- i) to access your personal data;
- ii) to be provided with information about how your personal data is processed;
- iii) to have your personal data corrected;
- iv) to have your personal data erased in certain circumstances;
- v) to object to or restrict how your personal data is processed;
- vi) to have your personal data transferred to yourself or to another business in certain circumstances;

b. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our County Secretary as detailed on the County website www.sussexcb.co.uk

12. **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 the page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. When required by law we will seek your consent to changes in the way we use your personal information.

13. **Contacting Us**

In the event of any query or complaint in connection with the information we hold about you, please email sussexcb@gmail.com.