

ROTHLEY BOWLING CLUB
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 before, during and after 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.

References to **we**, **our** or **us** in this privacy notice are to the Rothley Bowling Club (RBC), Mountsorrel Lane, Rothley, Leicester, LE7 7PS.

We want to make sure all the personal information we have collected about you, is safe and secure whether we collect it through our website at <https://rothleybowlsclub.org> ("**Site**") or from other sources.

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 Data Protection 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 privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- 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;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- records of your attendance at any events hosted by us; ○ images in video and/or photographic form and voice recordings; ○ your marketing preferences so that we know whether and how we should contact you.
 - details of next of kin, family members and emergency contacts;
- records and assessment of any player rankings, grading or ratings, competition results, details regarding games attended and performance.
- any disciplinary and grievance information.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

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

- information about your race or ethnicity, religious beliefs and sexual orientation;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and
- biometric information about you, for example fingerprints, retina scans.

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that ○ the processing is necessary for reasons of substantial public interest, on a lawful basis; ○ it is necessary for the establishment, exercise or defence of legal claims;

- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- **based on your explicit consent, as outlined within the Membership Application/Renewal Form.**

In the table below' we refer to these as the "special category reasons for processing of your personal data".

We may also collect criminal records information about you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

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.

If you are providing us with details next of kin, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

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 our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer the Membership that you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
To send you information to you including Club Newsletters & Club Updates, details of Competitions/Events and any updates on the Sport of Bowls.	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us.
To circulate details of Members to all Members of the Club	Members Data: Name, Telephone Numbers and email	We have a legitimate interest to provide this information to Members, and thereby effectively manage the Club.

Club Fixture Cards	Name and Telephone number for the following: Chairman Secretary Treasurer Fixture Secretary Green Officers Captains and Vice-Captains Development Officer Webmaster Competition Secretaries Safeguarding Officer Bowls Leicestershire Delegates Bowls Loughborough Delegate Name only for the following: Trustees and Auditors	We have a legitimate interest to provide this information to Members, in order to manage the Club. <i>PLEASE NOTE:</i> <i>The Fixture Cards are also provided the Clubs that have fixtures with us</i>
Purpose	Personal information used	Lawful basis
“Emergency Contact Details” for Members	Contact Name and Telephone Number provided to Captains and Vice-Captains	We have a legitimate interest in doing so to provide a safe environment for all members
To send Members Names to Rothley Parish Council	Names	We have a legitimate interest to provide this information as required under the terms of the Lease between Rothley Parish Council and the Club.
Availability/Selected Team Sheets	Names	We have a legitimate interest to place this information on the Clubhouse Noticeboard, in order to effectively manage the Club.
Club Noticeboard	<u>Name and Telephone Number of:</u> Chairman Secretary Treasurer Safeguarding Officer	We have a legitimate interest to place this information on the Clubhouse Noticeboard, in order to effectively manage the Club and to provide a safe environment for all members
Club Scorecards	Names	We have a legitimate interest in order to effectively manage the Club.

Club Website	<p>Images of Members without Names <u>Name and Telephone number</u> for the following:</p> <p>Chairman Secretary Treasurer Fixture Secretary Green Officers Captains Development Officer Webmaster Competition Secretaries Safeguarding Officer Bowls Leicestershire Delegates Bowls Loughborough Delegate</p>	<p>We have a legitimate interest in order to effectively manage the Club. Where appropriate “Parent/Guardian Consent” will be obtained for Under 18’s</p> <p><i>PLEASE NOTE</i></p> <p><i>If a Member does NOT wish for their Image to be placed on the Club Website, they should advise both the Club “Data Protection Manager” and the Club “Webmaster”.</i></p>
Purpose	Personal information used	Lawful basis
Website “Contact Us” webpage	Name and Email address of Enquirer	Enquiries are directed to pollheimer@gmail.com as RBC Data Protection Manager.
Promotional Posters	Name, Telephone Numbers	To provide contact details for potential new Members. We have a legitimate interest in order to ensure the continuance of the Club.
Club Competition Entries	Name	<p>We have a legitimate interest in order to effectively manage the Club Competitions</p> <p>Members data will be held by the Men’s or Ladies Competition Secretary</p>
Club Competition Draw-sheets	Name	We have a legitimate interest in order to effectively manage the Club Competitions
Club Competition Trophies	Name	We have a legitimate interest to record this information.

To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases, we may have legal or regulatory obligations to retain records.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p><i>Sharing of the Special Category Personal Data with Bowls England, Bowls Leicestershire, Bowls Development Alliance – the data is anonymised so that details for each Member are not provided.</i></p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
Purpose	Personal information used	Lawful basis
The security of our IT systems	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
To conduct data analytics studies to better understand event attendance and trends within the sport	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.

<p>For the purposes of promoting the club, our events and membership packages.</p>	<p>Images in video and/or photographic form.</p>	<p>Consent will be obtained by way of Members signing the Rothley Bowling Club Membership Application or Renewal Forms.</p> <p>Where appropriate, “Parent/Guardian Consent” will be obtained for Under 18’s.</p>
<p>To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our sports facilities.</p>	<p>Health and medical information</p>	<p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>Consent will be obtained by way of the Member signing the Rothley Bowling Club Membership Application or Renewal Forms.</p>
<p>To gather evidence for possible grievance or disciplinary hearings</p>	<p>All the personal information we collect</p>	<p>We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>Consent will be obtained by way of the Member signing the Rothley Bowling Club Membership Application or Renewal Forms.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<p>Purpose</p>	<p>Personal information used</p>	<p>Lawful basis</p>

<p>To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements</p>	<p>Information about your criminal convictions and offences</p>	<p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<p>For the purposes of equal opportunities monitoring</p>	<p>Name, title, date of birth gender, information about your race or ethnicity and health and medical information</p>	<p>We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>Consent will be obtained by way of the Member signing the Rothley Bowling Club Membership Application or Renewal Forms.</p> <p><i>Sharing of the Special Category Personal Data with Bowls England, Bowls Leicestershire, Bowls Development Alliance – the data is anonymised so that personal details for each Member are not provided.</i></p>

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member 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 membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

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 on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share personal information with the following parties:

- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.
- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level. **See further information below**

<p><u>Bowls England</u> – their Privacy Notice can be found at - www.bowlsengland.com/uploads/privacy_notice_bowls_england_may_2018.pdf</p> <p><u>Bowls Leicestershire</u> – their Privacy Notice can be found at ????. (The Club continues to seek this information). Website: www.bowlsleicestershire.com</p>		
<i>Bowls England matters</i>	<i>RBC Personal Data published</i>	<i>Comments/Purpose</i>
Bowls England Yearbook	CLUB CONTACT Name, Telephone number, Email	Club Contact currently “Secretary”
Bowls England Website	CLUB CONTACT Name, Telephone number, Email	Club Contact currently “Secretary”

<p>Bowls England – National Competition Entries</p> <p>MIXED - Pairs, Fours, Family Pairs</p> <p>MEN - Senior (O55) Singles/Pairs</p> <p>LADIES - Senior (O55) Singles/Pairs</p> <p>MENS/LADIES - Champion of Champions TEAM EVENTS:</p> <p>Men’s/Ladies Top Club</p> <p>Men’s Club Two Fours (O60) Tony Allcock Trophy (O60)</p>	<p>ENTRANT and NAMED CONTACT</p> <p>Club & County Name, Phone numbers, Email</p>	<p>The Entrant completes the form and by signing agrees:</p> <p>“Please note your e-mail address will be used to notify you of the draw and future opponents. If you don’t have access to email, please contact Bowls England on 01926 334609. Bowls England will use the contact details that you have provided on this form for the organisation of National Competitions in 2019. This includes sharing your contact information with opponents to enable you to arrange fixtures, which is in accordance with the ‘legitimate interest’ principle of the General Data Protection Regulation (GDPR). If you do not consent to your contact details being used for this purpose, please inform Bowls England via e-mail: comps@bowlsengland.com or telephone 01926 334609</p>
<p><i>Bowls Leicestershire matters</i></p>	<p><i>RBC Personal Data published</i></p>	<p><i>Comments/Purpose</i></p>

<p>Annual Information Form for Bowls England and Bowls Leicestershire Yearbooks</p>	<p>CLUB MAIN CONTACT Full Name, Address, email, Telephone number</p> <p>MENS/WOMENS SECRETARIES</p> <p>MENS/WOMENS COUNCIL DELEGATES</p> <p>MENS/WOMENS MATCH SECRETARY</p> <p>WELFARE/SAFEGUARDING OFFICER Full Name, email, Telephone number</p>	<p>Guidance on the form states:</p> <p><i>“Please sign to confirm that the details you have supplied will be used by Bowls Leicestershire and passed to Bowls England. These details excluding postal address, will be published in the Bowls Leicestershire and Bowls England Yearbooks. Please note that by signing this form you are confirming that all Officers shown below have consented to their Name, Telephone Number and email address being published in the Bowls Leicestershire Yearbook.”</i></p>
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County Yearbook	Club Contact - Club Secretary: Name, Telephone number, email Mixed/Men's & Ladies Match Sec: Name, Telephone number, email	For the information of all Clubs. Data is supplied by RBC
County Yearbook – Bowls Loughborough pages	Men's and Ladies League Captains – Name and Telephone number	For the information of all Clubs. Data is supplied to Bowls Leicestershire by Bowls Loughborough
County Website	CLUB CONTACT Name, Telephone number	Club Contact currently "Secretary"
Men's County Competition Entry forms Singles; pairs; Triples; Fours; 2W Singles/Triples; Senior Fours; U25 Singles/Pairs; O60 Singles/Pairs; U25 Open; U18 Open; Mixed Pairs	NAMED ENTRANTS Name, Telephone number, Email plus signature	Each entrant is advised on the form " <i>By signing this form you are consenting to you phone number being shown on the County website as a contact</i> "
Men's County Club Competitions and Champion of Champions Entry form	CLUB SECRETARY Name, Address, Telephone number and email CLUB CHAMPION Name, Telephone number and email	

<i>Bowls Leicestershire matters</i>	<i>RBC Personal Data published</i>	<i>Comments/Purpose</i>
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<p>Ladies County Competition Entry forms</p> <p>Singles; Pairs; Triples; Open Fours; Senior Fours; 2W Singles/Triples; U25 Singles/Pairs; Unbadged Singles; Secretaries & Delegates Singles; Champion of Champions; Unbadged Double Rink; Patrons Day.</p>	<p>NAMED ENTRANT Name, Telephone number, Email plus signature</p> <p>Scorecards – Players Names</p>	<p>Each entrant is advised on the form “To comply with data protection regulations each player must sign in the data protection column to state that they are willing for the county to hold information necessary for the running of the competitions”</p> <p>Scorecards are sent to Area Competition Secretary</p>
<p>Ladies Benevolent Competition</p>	<p>Scorecards – Players Names</p>	<p>Scorecards are sent to Benevolent Secretary</p>
<p>County Website – Men’s Competition Draws</p>	<p>ENTRANT/NAMED ENTRANT Name, Telephone number and Club Name</p>	
<p>County Website – Ladies Competition Draws</p>	<p>ENTRANT/NAMED ENTRANT Name and Club Name</p>	
<p>County Annual Capitation Returns</p>	<p>Members Full Name</p>	<p>Bowls Leicestershire seeks this information for the following stated reasons: <i>“So that insurers, who wish to, can validate membership of your club with the county and/or Bowls England, a List of Members must be submitted with your return. Only fill names are required for administrative purposes”</i></p>

Development Questionnaire	CLUB DEVELOPMENT OFFICER Name, email, Telephone number CLUB OFFICIAL COACH/OTHER "COACH" SAFEGUARDING OFFICER Name	Data requested in the February 2019 Questionnaire
<p><i>Bowls Loughborough</i> – their Privacy Notice can be found at ????. (The Club continues to seek this information). Website: http://thebowlsleague.org.uk/</p>		
<i>Bowls Loughborough matters</i>	<i>RBC Personal Data published</i>	<i>Comments/Purpose</i>
Bowls Loughborough Website	Monday/Thursday/Friday Leagues: Club Contact Name/Telephone number Men's/Ladies Champion of Champion Draws: Name of Club entrant Directory of Clubs: Name/Telephone number for Monday/Thursday/Friday League Captain	
League Entry forms	Name, Address, Telephone number for Club Secretary and Captains/Delegates Email for communications	

League Results	<u>Online:</u> Monday/Thursday/Friday – no personal data <u>Result Card:</u> Monday/Thursday - Names of all Players sent Bowls Loughborough Friday – no personal data <u>Scorecards</u> Monday/Thursday – names of all Players. Retained by RBC Captain Friday – copy of Scorecards with Names of Players sent to Bowls Loughborough	
Charity Cup Entry forms	Name and contact details for “Club Contact”	
Charity Cup Results	Scorecards with Names supplied to Charity Cup Organiser	
<i>Bowls Loughborough matters</i>	<i>RBC Personal Data published</i>	<i>Comments/Purpose</i>
Men’s Champion of Champions	ENTRANTS details on Entry Form: Name, Address, Telephone number, Email Scorecard – signed and provided to Bowls Loughborough	

Ladies Champion of Champions	<p>ENTRANTS details on Entry Form:</p> <p>Name, Telephone number, Email</p> <p>Scorecard – signed and provided to Bowls Loughborough</p> <p>Press – details of Name and Club published in Loughborough Echo (2019)</p>	
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6. WEBSITE

Information we gather via the Website

We gather certain information about you when you use our website.

When you contact us via our website, this information will be dealt with in accordance with our Privacy Notice.

We may use the information provided for a number of purposes depending on what your enquiry is about, including the following:

- i. Compliance with legal, regulatory and corporate governance obligations and good practice; and
- ii. Deal with and respond to your enquiry

Cookies

Our website uses cookies which allow a server to uniquely identify each browser on each page. We use cookies to collect information about you to store your online preferences. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

Cookies are small pieces of information sent by a web server to a web browser which allows the server to uniquely identify the browser on each page.

Our website is powered by “Squarespace”. For further details about the cookies that they use, go to www.squarespace.com/cookie-policy

How we may use your information

We will use the information we get from your use of our website and services to:

- i. Administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- ii. Improve our website to ensure that content is presented in the most effective manner for you and for your computer;
- iii. As part of our efforts to keep our website safe and secure; iv. Measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you.

Linking with Third Party Sites

Our Site may, from time to time, may contain links to and from other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and they will be a data controller of your personal information. We do not accept any responsibility or liability for these policies and you should check these policies before you submit any personal information to these websites.

In addition, if you linked to our website, we cannot be responsible for the privacy policies and practices of the owners or operators of that third-party site and recommend that you check the policy of that third-party site and contact its owner or operator if you have any concerns or questions.

Security

We employ a variety of technical and organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, no information transmission over the Internet is guaranteed 100% secure nor is any storage of information always 100% secure, but we do take all appropriate steps to protect the security of your personal information

Downloads

Any downloadable documents, files or media made available on this website are provided to users at their own risk.

While all precautions have been undertaken to ensure only genuine downloads are available, users are advised to verify their authenticity using third party anti-virus software or similar applications. We accept no responsibility for third-party downloads and downloads provided by external third-party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership.

Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

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. You can contact us by using the details set out in the "**Contacting us**" section below.

9. 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 restrict processing of your personal information where certain requirements are met; ○ 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 another service provider; and ○ the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

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 that 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.

10. **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.

11. **CONTACTING US**

The Clubs Data Protection Manager is the first point of contact regarding any enquires arising from this Privacy Notice.

Where possible, please raise all enquires in writing or by email.

In the event of any query or complaint in connection with the information we hold about you, please contact the Clubs Data Protection Manager.

We will acknowledge receipt of all complaints and endeavour to investigate the complaint within twenty working days.

Our Data Protection Manager (Bert Pollheimer) can be contacted at:

Rothley Bowls Club, Mountsorrel Lane, Rothley, Leicester, LE7 7PS. Email:

pollheimer@gmail.com

Tel No: 07894 437333

First Issued: 24th January 2020

Last updated: 11th October 2022