



## Privacy Notice for Lochee Bowling Club

**Lochee Bowling Club takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.**

### What we need from you

When you register as a member of Lochee Bowling Club or renew your membership, we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses.
- Participation details – other clubs.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

### Why we need your personal information

#### Contractual purposes

We need to collect our members' and customers' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal.
- Sharing data with committee members to provide information about club activities or invitation to social events.
- Organise club activities and manage risk and safety.
- Register your membership with the representative body, Bowls Scotland, to provide you with insurance cover and other benefits they offer to members of clubs, including access to competitions.

#### Legitimate purposes

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

- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

- Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority.
- CCTV in our building for the prevention and detection of crime.

### **Legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with:

- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.
- The Charities and Trustees Investment (Scotland) Act 2005, which requires us to maintain a register of members, including name, address, date admitted to membership and date on which membership ceased, to hold general meetings, issue notices and AGM voting arrangements.

### **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

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

Lochee Bowling Club do not share your personal data with any other 3<sup>rd</sup> parties in the normal course of business however we may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of the investigation, detection and prevention of crime or if we are required to do so by law.

### **Third party suppliers with access to members' personal data**

The Club may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes. Examples of this may be instructors, coaches and event organisers receiving details of training or competition participants.

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

Your personal information in relation to your membership is accessed by our President, Vice-President, Club Treasurer and Club Secretary only for the purposes set out above. It is stored by our club in paper file in locked secure cupboard.

There is a directory with members' names and telephone/mobile numbers kept in the club which is made available to all members so that they have the ability to contact each other for fixtures and events without having to physically visit the Club. If you do not provide us with this information this may affect the ability to contact you in a timely manner. Should you wish these details to be removed from the register, please advise the President in writing.

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

We only keep your personal information for as long as necessary to provide you with membership services. Members' data is updated every year on annual membership forms. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 6 years.

On occasion we may collect personal data from non-members e.g. such as any non-member participant who fills in a form at a taster event. This information will be stored for 12 weeks after an event and then destroyed securely.

### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Access the personal data that we hold about you through a "subject access request".
- Request that we delete your personal information.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

### **Junior Section/Youth Development/Events involving children**

Any information we gather for children is only taken with the consent of a parent/legal guardian. We require consent forms to be completed before any activities start and these are maintained by the Child Protection Officer/Coaching Staff, John Wade, who can be contacted at 07961053514 if you wish to discuss anything further.

Further information available at [www.locheebowlingclub.co.uk](http://www.locheebowlingclub.co.uk)

Contact details:

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