

IMPORTANT INFORMATION FOR ALL MEMBERS

Harrogate Bowling Club Privacy Notice

Our contact details:

Address: Bowling Green, Valley Gardens, Ebor Rise, Harrogate HG1 2QJ
Phone Number: 01423 568397

What type of information we have:

We currently collect and process the following information:

- Member's gender, full name, address, telephone number(s), email address, teams/competitions entered, rink bookings, subscriptions paid and date of joining.

How we get the information and why we have it:

All of the personal information we process is provided to us directly by you for one of the following reasons:

1. To join the Club and pay your subscriptions.
2. To renew your Club membership and pay your subscriptions.
3. To enter bowls competitions and join bowling teams.
4. To participate in the Club's social events and activities.
5. To use the members' area of the Club's website and rink booking application (rink diary).

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) We have a contractual obligation (1 & 2 above).

(b) We have a legitimate interest (3, 4 & 5 above).

What we do with the information we have:

We use the information that you have given us in order to process your membership application, renew your membership, enter you for club teams and competitions, enable you to book rinks, maintain volunteering rotas and to keep you informed about the Club's activities and events.

The Membership Secretary will share this information with the Officers of the Club and certain other authorised members, who may need to contact you and/or send you important Club communications.

A list of member contact telephone numbers and email addresses will also be available to all members in the Clubhouse and within the private members' area of the Club's website.

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We will not share this information with any third parties without your consent, other than with the governing bodies to which we are affiliated or to comply with any legal and regulatory obligations.

Photographic Images:

Members may have their photograph taken for inclusion on the Club website or in some other publication. The member agreeing to have their photo taken is confirming that their permission is granted to publish such images, but may withdraw permission by contacting the person taking/publishing the photograph.

The exception to this is in 'general view' type images which include numbers of people as part of an overall scene. Should, however, any person included in such an image request that it be removed, then the picture will be edited or taken off completely. No pictures of children will be published in any form without correct parental or guardian permission.

How we store your information:

Your personal information is stored securely by the Membership Secretary and on the Club's website and rink diary application. Data lists distributed to Officers of the Club (and certain authorised members who need to have the information) are password protected, stored securely and kept up to date.

We will keep your application forms, renewal forms and competition/team entry forms and associated data lists for up to 12 months following the end of the relevant bowling season. If you leave the Club your personal data will be erased within 12 months after the end of your last season and your website/rink diary registrations will be deleted.

Submitting information to our website and rink diary application:

When accessing the website (members' area) and rink diary application, you acknowledge and accept that any electronic data that passes over the internet may not be free from interference by third parties. However, we have taken reasonable steps to make our websites secure and private, such as by using the HTTPS security protocol and SSL certification validation. Some older browsers may not support the high security standards required by SSL certificates, so please keep your browser up to date.

You are responsible for ensuring that viruses do not enter your PC or computer systems and we assume no responsibility in this respect. It is also your responsibility to protect your username and password used on the Club website and rink diary application, and you must not share or disclose your username or password to any other party.

Although we will always do our best to protect your personal information, we cannot guarantee the security of data transmitted to us via the internet. You are using these websites, therefore, at your own risk.

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Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact the Membership Secretary, Tony Burdin at tony.burdin@outlook.com or call 01423 810252 if you wish to make a request.

How to complain:

Any concerns about how we use your data should be raised in the first instance with the Club's Membership Secretary.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF
Helpline number: 0303 123 1113

Tony Burdin, Membership Secretary
for and on behalf of the HBC Management Committee

07 Feb 2021