

Harrogate Bowling Club

Privacy Notice

1. Introduction

Harrogate Bowling Club is committed to protecting the privacy and personal information of its members and others who participate in Club activities.

This Privacy Notice explains what personal information we collect, why we collect it, how it is used and stored, and the rights individuals have under UK data protection legislation.

The Club processes personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation.

2. Our Contact Details

Harrogate Bowling Club

Valley Gardens, Ebor Rise
Harrogate HG1 2QJ

Telephone: 01423 568397

The Club is responsible for determining how and why personal information is processed.

Any questions concerning this Privacy Notice or the handling of personal information should be directed to the Club Secretary or Membership Secretary.

3. What Personal Information We Collect

The Club may collect and hold the following information where relevant:

- Full name, address, telephone number and email address.
- Membership category, joining date and renewal history.
- Membership subscriptions and payment records.
- Details of Club competitions, teams, fixtures and rink bookings.
- Records of participation in Club activities and events.
- Information relating to volunteering and Club responsibilities.
- Emergency contact details, where provided.
- Relevant accessibility, health or medical information voluntarily supplied for safety or reasonable adjustments.
- Photographs and competition results where appropriate.
- Correspondence, complaints and other records relating to Club administration.

We only collect information that is reasonably necessary for the effective administration and operation of the Club.

4. How We Obtain Personal Information

Most personal information is provided directly by members through membership applications, renewal forms, correspondence, bookings or participation in Club activities.

Additional information may be obtained through competition entries, Club records or relevant affiliated bowling organisations where appropriate.

Members are responsible for advising the Club of changes to their contact details to help ensure that records remain accurate.

5. How We Use Personal Information

The Club uses personal information for the following purposes:

1. To process membership applications and renewals.
2. To maintain accurate membership and subscription records.
3. To administer Club competitions, fixtures and bowling activities.
4. To operate rink booking facilities.
5. To communicate important Club information, including meetings, events, newsletters and notices.
6. To manage Club activities, volunteers and committee responsibilities.
7. To maintain appropriate financial and administrative records.
8. To support the safety and wellbeing of members where necessary.
9. To meet legal, regulatory and affiliation requirements.
10. To consider membership feedback, enquiries, complaints and disciplinary matters where applicable.

We will not use personal information for unrelated purposes without an appropriate lawful basis.

6. Lawful Basis for Processing Information

Under UK data protection legislation, the Club must have a lawful reason for collecting and using personal information.

Depending on the purpose, the Club may rely on:

Contractual necessity: Where information is required to administer membership and provide Club services.

Legitimate interests: Where information is reasonably necessary for the effective management of the Club, competitions, communications and activities, provided that members' rights and interests are appropriately protected.

Legal obligation: Where information must be retained or disclosed to comply with legal requirements.

Consent: Where permission is required for a particular use of personal information.

Where the Club processes sensitive personal information, including health information, it will identify an additional lawful condition and apply appropriate safeguards.

7. Sharing Personal Information

Access to personal information will be limited to Club Officers, Committee members and authorised volunteers who require it to carry out their responsibilities.

Information may also be shared where necessary with:

- Bowls England, Yorkshire Bowling Association and other relevant bowling organisations.
- Competition organisers and associated bowling clubs for administering competitions and fixtures.
- Providers of membership, website, email or rink booking systems.
- Professional advisers or regulatory authorities where required.

The Club will not sell members' personal information or share it with unrelated third parties for commercial marketing.

Any disclosure will be limited to what is necessary and must have an appropriate lawful basis.

8. Club Membership Contact Information

The Club may maintain a membership contact list to support communication between members and the organisation of Club activities.

Where members' telephone numbers or email addresses are made available through a clubhouse directory or members-only online facility, the Club will explain the purpose and access arrangements and provide appropriate privacy choices.

Such information must only be used for legitimate Club-related purposes and must not be distributed outside the Club or used for unrelated personal or commercial activities.

Members who have concerns about the publication or sharing of their contact details should contact the Membership Secretary.

9. Photographs, Publicity and Competition Results

Photographs may be taken at Club competitions, presentations, social events and other activities.

The Club may use appropriate photographs, names and competition results in newsletters, on noticeboards, on its website or in other Club publicity, subject to an appropriate lawful basis.

Where consent is required, this will be requested.

Members may contact the Club Secretary if they have concerns about a photograph or the publication of their personal information.

10. How We Store and Protect Information

The Club takes reasonable steps to ensure that personal information is kept secure.

These include:

- Restricting access to authorised individuals.
- Using appropriate passwords and security measures for electronic records.
- Keeping paper records securely.
- Sharing information only where necessary.
- Taking reasonable precautions when sending emails and handling membership records.
- Deleting or securely disposing of records when no longer required.

Anyone authorised to handle Club information is expected to maintain confidentiality and comply with applicable data protection requirements.

11. How Long We Keep Information

Personal information will be retained only for as long as necessary for the purposes for which it was collected, including applicable legal, financial and administrative requirements.

Current membership information will normally be retained throughout the period of membership.

When membership ends, the Club will review the information held and delete or securely dispose of records that are no longer required, in accordance with its retention arrangements.

Some financial records, competition results, honours records or records relating to complaints may need to be retained for longer where justified.

12. Members' Data Protection Rights

Under UK data protection legislation, individuals have rights relating to their personal information. Depending on the circumstances, these include:

- **Access:** To request a copy of personal information held about them.
- **Correction:** To request that inaccurate information is corrected.
- **Erasure:** To request deletion of personal information where applicable.
- **Restriction:** To request that certain uses of information are limited.
- **Objection:** To object to processing based on legitimate interests.
- **Portability:** To request transfer of information in certain circumstances.

- **Withdrawal of consent:** To withdraw permission where consent is the lawful basis.

These rights are subject to applicable legal conditions and exemptions.

Requests should be made to the Club Secretary. The Club will respond within the applicable statutory timescale, normally one calendar month.

13. Complaints and Concerns

Members who have concerns about how their personal information is handled should contact the Club Secretary in the first instance.

The Club will review any concerns and seek to resolve them appropriately.

Individuals also have the right to raise a concern or complaint with the Information Commissioner's Office (ICO).

Information Commissioner's Office

Website: www.ico.org.uk

Telephone: 0303 123 1113

14. Changes to This Privacy Notice

The Management Committee will review this Privacy Notice periodically and update it when necessary to reflect changes in legislation or Club practices.

Any significant changes affecting the use of members' personal information will be communicated appropriately.

The latest approved version will be made available to members through the Club's usual communication channels.

Helen Hamer
Club Secretary & Membership Secretary

Approved by: HBC Management Committee

Date of approval: 12 October 2026

This notice supersedes the version approved on 7 February 2021.