

The Royal County of Berkshire Bowling Associations (hereafter referred to as RCBBA) :

Privacy Policy

Introduction

This policy applies to personal information collected by RCBBA and sets out the principles governing our processing of that information, in the way we use it, keep secure and disclose it under the General Data Protection Regulations (2018) (commonly called GDPR) which supersedes the Data Protection Act (1988).

Your personal information is necessary for us to operate our membership, comply with affiliation requirements for both The Royal County of Berkshire Bowling Association and to Bowls England, as well as running County wide bowling activities such as competitions. This data consists of only your name (given and surname), and gender together with your bowls club. At the time of publication of this Document, all members wishing to participate in competitions run by RCBBA either as County Competitions, or as preliminary rounds of National Championships run on behalf of Bowls England, or are County Badged bowlers wishing to play for the County will also need to provide a valid email address and contact telephone number. Those wishing to enter age limited competitions such as under 25, over 55 etc. will additionally need to provide their Date of Birth.

How do we collect this personal information?

The information collected is predominantly obtained directly from your club. This is usually at the point of your application for membership or annual renewal of membership of your club. At the point you provide your personal information for membership purposes, your club will also request that you provide consent for us to store and use your data. Your consent is required to ensure our compliance with data protection legislation.

You may also add further personal information to the details we hold about you by accessing the Online System, or have your Nominated Club Official include additional information onto our system on your behalf. We will add RCBBA specific information as required for running the bowls activities of the County such as whether the individual is County Badged or holds a colt badge.

How do we use your personal information?

We limit the collection and use of your personal information. We will tell you about the purpose for which we will process the information.

Such purposes may include the following: -

- Maintain RCBBA database to facilitate administration and management of the County Bowls activities.
- Maintaining contact with club officials to gather or disseminate information considered necessary.
- Communicating information about fixtures and competitions.
- Communicating membership numbers to Bowls England for Affiliation (No names or contact details).
- Communicating Details of Competition Winners to Bowls England as the feed for their Final Stage Championships and Competitions

If we are asked to share any other information, we will ask your permission.

Timescale

We will store your information electronically for as long as you are a member of RCBBA, and may hold temporary copies on paper. After you cease to be a member your personal information will be retained for a maximum period of 13 months before being deleted/destroyed.

Opt-out choice

You have the right to withdraw your agreement at any time to any of the individual consent options by email or in writing to the **RCBBA GDPR Controller**

If you do not provide us with the requested personal information, we may not be able to affiliate you as a member of RCBBA and Bowls England, and you will be unable to play in any RCBBA or Bowls England Championships/Competitions/Matches.

If now or at any time in the future, you decide you do not wish to receive information from us please inform the **RCBBA GDPR Controller** by email or letter. Withdrawal of consent will be acted on within 3 months.

Security

We strive to protect the privacy and security of our database at all times.

We will hold information collected by us on a secure, password protected computer (in the Cloud) and temporarily in other forms.

We take all reasonable steps to ensure the security of all transmissions using industry standard data encryption for all information in transit. We will send all emails bcc unless agreed otherwise. You need to accept the inherent security implications of providing information and will not hold us responsible for any breach of security or disclosure of information unless we have been proved to be negligent.

With whom do we share your information?

The people who may have access to your Personal Information include: -

- Committee members of RCBBA
- A Designated Committee member or 2 of your Club
- RCBBA Competition Controllers/Administrators
- RCBBA Match Selectors/Administrators
- Bowls England will be provided only with the required data of relevant competition finalists

Photographs

We may take photographs of you attending matches or other events and we may wish to use them for marketing or advertising purposes or publishing on the website. We will only include details or names of any

person in an image on our website or in printed publications for a good reason.
For example, we may include the full name of a competition prize winner.

Information Access and Corrections

You or your designated club representative will provide the data and maintain the accuracy of the personal information we hold about you by updating the online system.

You have the right of access under the General Data Protection Regulations to information we hold about you on our records, all of which is contained in our online system to which you can have access.

The RCBBA may add additional bowling records to the information we hold about County Competition entrants and County Badged bowlers such as County Badge status, Preferred Playing Position, Squad status – Middleton Cup, Johns etc

Policy changes

This policy may change from time to time. If we make any major changes, we will inform you by email or letter.

Contacts:

RCBBA County Administrator – stewartwright298@btinternet.com

RCBBA GDPR Controller – controller.rcbba@gmail.com

Policy Adopted: 15/12/2023

Review Date: Oct 2024 (prior to AGM)