



DATA PRIVACY POLICY

Data protection rules

Issue date: April 2018

1. About this policy

1.1 This policy explains when and why we collect personal information, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are the Lincolnshire Indoor Bowling Association. We can be contacted via the County Secretary. Please check the website for contact details.

2.2 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 County Secretary will act as our Data Protection Manager and will oversee data protection compliance in our organisation.

3. What information we collect and why

Purpose	Type of Information	Legal Basis of Processing
Management Committee Contact Details & Club Representatives	Name, Address, Email Address, Telephone number	For Contact, To publish on County Website and any relevant documentation. We will seek permission each year by way of Consent Form.
County Competition Qualifiers	Name, Email Address, Telephone Number, Date of Birth	To publish draw, names & contact details on County Website and publish on Club Noticeboards & publish on County Facebook page. We will seek permission each year by way of consent form once qualifiers are known from each club.
County Team Representatives	Name, Email Address, Telephone Number, Date of Birth	For County Team Captains reference and contact purposes.
Reporting Information to Governing Bodies	Name, Address, Email Address, Telephone number. Date of Birth	For the purposes of the legitimate interests of the governing bodies to maintain diversity data required by Sports Councils.
Photo's & Videos		For use on the Counties website and social media pages and press releases. We will seek permission each year by way of Consent Form. Permission can be withdrawn at any time by contacting the County Secretary.
Mileage Claims	Name & Email Address	For claiming mileage monies back after County Matches

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters, yearbooks and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long afterwards as it is in the Counties' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>
0303 123 1113
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager. Please see the County Website for email address of the County Secretary

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