



Harlaw Bowling Club

General Data Protection – Member's Privacy Notice

Harlaw 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 Harlaw Bowling Club or renew your membership (including if you are registering or renewing on behalf of a young person aged 18 or under), we may ask you for some or all the following personal information.

Contact Details – e.g. name, address, email address, and phone/mobile number

Membership Category – e.g. Full member, Junior, Senior etc

Why We Need Your Personal Information – Contractual Purpose

We need to collect our member's personal information so that we can manage your membership. We will use our members' personal information to:

Provide you with core member services, including, for example details of competitions and events etc

Send you membership communications by post or email in relation to essential membership services, including but not limited to:

- Club Newsletter
- Membership Renewals

If you do not provide us with all the personal information that we need this may affect our ability to offer you all the benefits of being a member at Harlaw Bowling Club

Why We Need your Personal Information – Legitimate Purposes

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

- Promote and encourage participation in lawn bowling by sending member's communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your photo may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes
- Provide competition in lawn bowling by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category



- Develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/ child protection requirements; respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to lawn bowls. We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purpose. If you wish to object

please contact the Secretary, if we agree and comply with your objection, this may affect the ability to undertake the tasks above for the benefit of you as a member.

When volunteering we will need to collect personal information, where you are required to complete a PVG check under the Protection of Vulnerable Group (Scotland) Act 2007.

Bowls Scotland as our Governing Body processes PVG checks on behalf of Harlaw Bowling Club. They may ask for the following information: Your PVG certificate number, PVG membership number, date of issue, any relevant information in relation to your membership of the PVG Scheme.

If your PVG check is not clear, Bowls Scotland have a legitimate interest to collect references and any other applicable information to allow them to consider whether or not you can volunteer in a regulated role with children and /or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purpose. If you wish to object to any of the above processing, please contact the Secretary and advise them of this. If we comply with your objection, this may may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why We Need Your Personal Information – Legal Obligations

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

- Our Club Constitution
- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary
- The General Data Protection Regulation (EU) Act 2018



Other Uses of Your Personal Information

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

Who We Share our Personal Information With

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with third parties we will only share such personal information strictly required for the specific purpose and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

As an affiliated club of Bowls Scotland, it is optional for members to register their personal information with Bowls Scotland. Bowls Scotland Privacy Notice explains how they use your personal information and can be accessed at www.bowlsscotland.com. Harlaw Bowling Club does not share the personal information of members to Bowls Scotland.

How We Protect Your Personal Information

Your personal information is stored on a database on a Encrypted/Password Protected Spreadsheet.

Access to this information is restricted to specific Management Committee members and the individual responsible for updating the club's Website.

How Long Will We Keep Your Personal Information

We will only keep your personal information to provide membership services for your membership with Harlaw Bowling Club. Where you have not renewed your membership with Harlaw Bowling Club, this information will be archived and saved for a minimum of two years upon which it will be deleted.

Your Rights

You can exercise any of the following rights by writing to us at Harlaw Bowling Club, Harlaw Road, Inverurie AB51 4FH or email the Secretary on hbc-secretary@hotmail.com.

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a "subject access request"



- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- You have the right to request that we restrict the processing of your personal information for specific purposes;

and

- If you wish us to delete your personal information, you may request that we do so

Any requests received by Harlaw Bowling Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have the right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk