

# Arbroath Bowling Club Privacy Notice

## Who We Are

Arbroath Bowling Club is affiliated to Bowls Scotland, the national governing body for lawn bowling in Scotland. The club provides bowling opportunities for members and has a committee to help with the running of the various aspects of the club. The committee comprises Club President, Vice President, Treasurer, Secretary, Past President, Gents Internal Match Secretary, Gents External Match Secretary, Ladies Match Secretary, 5 ordinary members complete the committee.

Arbroath Bowling Club will be a “controller” of the personal information that you provide to us through this website. When you register as a member of Arbroath Bowling Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 12) we will ask you for the following personal information: *Name, address, email address, telephone number, date of birth, Previous Club (if any), membership category.*

## Why we need your personal information

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

- send you membership communications by email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals and membership fees;
- contact you in relation to arranging matches. If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

We also process our members’ personal information in pursuit of our legitimate interests to:

- promote and encourage participation in bowling by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes.
- provide competition in 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 bowling details re complaints and disciplinary procedures, for example.

If you wish to object to any of the above processing, please contact us by email at [iangarioch065@gmail.com](mailto:iangarioch065@gmail.com) or using the Contact Form on the club website ([www.arbroathbowlingclub.co.uk](http://www.arbroathbowlingclub.co.uk))

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 purposes. If you wish to object to any of the above processing, please contact by email at [iangarioch065@gmail.com](mailto:iangarioch065@gmail.com).

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under our Sport Scotland regulatory requirements to hold contact details of members.

### **Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Bowls Scotland for promotional and/or journalistic purposes. 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. In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes 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 we are required to ensure that all of our members are members of Bowls Scotland as a condition of our affiliation. We will share your name with Bowls Scotland who will become a controller of your personal information when they receive it. Bowls Scotland's privacy notice explains how they use your personal information and can be accessed here... [bowls-scotland-privacy-notice-ver 2.pdf](#)

We publish the results of our competitions on our website. This includes competitors' name and result.

### **How we protect your personal information**

Your personal information is stored on our secretary's personal computer which is password-protected. It is accessed by our committee members for the purposes set out above.

### **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 2 years.

### **Your rights**

You can exercise any of the following rights by writing to us at Arbroath Bowling Club, Dishlandtown Street, Arbroath DD11 1QU

**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 a 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 Arbroath Bowling Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)**