



Stevenage Town Bowling Club – Privacy Notice for Members

1. Introduction

Stevenage Town Bowling Club is committed to protecting and respecting your privacy. We process all personal data in accordance with applicable UK data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation 2018 (collectively referred to as the “Data Protection Laws”). This Privacy Notice outlines how we collect, use, store, and share your personal information, and explains your rights in relation to that information.

2. Personal Information We Collect

To manage your membership effectively, we collect the following personal information:

- Title, first name, and surname
- Postal address and postcode
- Telephone and/or mobile number
- Email address

This information is typically collected at the time of your initial membership application or during your annual renewal. It is your responsibility to notify the Club Secretary of any changes to your personal details to ensure our records remain accurate and up to date. At the time of data collection, we will request your consent to hold and process your personal data, in compliance with Data Protection Laws.

3. How We Use Your Information

We collect and process your personal data only for legitimate purposes. These include, but are not limited to:

- Maintaining an accurate membership database
- Communicating with you regarding club-related matters, including fixtures, events, and administrative updates
- Sharing information with affiliated organisations including Hertfordshire Bowls, Bowls England, NHWBA, EHBL, EHBA, L&D B.A, and Bowls Development Alliance
- Compiling and publishing the annual Members’ Handbook
- Providing information to designated roles such as Committee Members, Club Members, affiliated clubs, and the Club’s website administrator

We will only share your information with third parties where necessary and with your explicit consent. You may withdraw consent or update your contact preferences at any time by contacting the Club Secretary.

4. Data Sharing

While your personal data will remain confidential, it may be disclosed in the following instances:

- To law enforcement or regulatory authorities, if required by law
- To approved third parties, only with your explicit consent and in compliance with Data Protection Laws

All Club officers and any third parties processing your data on our behalf are bound by obligations of confidentiality and data protection.

5. Data Retention

Your personal information will be retained in both electronic and paper formats for the duration of your active membership. Upon termination of your membership, your data will be retained for a period of up to three (3) months before being securely deleted or destroyed in accordance with our Retention and Deletion Policy, available upon request.

6. Your Rights

Under Data Protection Laws, you have the following rights regarding your personal information:

- **Right to withdraw consent:** You may withdraw consent at any time. This will not affect any processing carried out prior to withdrawal.
- **Right of access:** You may request a copy of the personal data we hold about you, free of charge.
- **Right to rectification:** You may request correction of any inaccurate or incomplete data.
- **Right to restrict processing:** You may request limited use of your data in specific circumstances.
- **Right to erasure:** You may request that we delete your personal data where there is no compelling reason for its continued processing, subject to legal and operational constraints.
- **Right to data portability:** You may request that your data be transferred to another service provider in a structured, commonly used, and machine-readable format.
- **Right to lodge a complaint:** You have the right to complain to us directly and to the Information Commissioner’s Office (ICO) if you are dissatisfied with how we handle your data.

Contact Details:

Secretary, Stevenage Town Bowling Club
King George V Playing Fields, Sish Lane, Stevenage, Hertfordshire, SG1 3LS.

Email: club-secretary@stevenagetownbowls.co.uk

7. Security

We take the protection of your data seriously and have implemented appropriate technical and organisational measures to safeguard your personal information from unauthorised access, disclosure, or loss. Emails will generally be sent using the blind carbon copy (BCC) method unless otherwise agreed. While we strive to ensure secure communication, please note that data transmitted over the internet may be subject to inherent risks.

8. CCTV and Photography

The Club may operate CCTV for security and safety purposes. Cameras are only installed in locations where they do not intrude on individuals' privacy, and signage is provided to inform members and visitors.

CCTV footage is retained only as long as necessary, and access is strictly controlled by the Club President.

Photographs may be taken during club events or matches and may be used for marketing or publication on the Club's website. Individuals will not be named in such publications unless there is a valid reason (e.g., competition winner).

When minors are involved, written parental consent will be obtained before using any images.

Personal images captured by individuals for private use (e.g., parents photographing children for personal memories) are exempt from Data Protection Laws.

9. Updates to This Notice

This Privacy Notice may be reviewed and updated periodically. Any material changes will be communicated in a timely manner. Where legally required, we will obtain your consent for significant changes in how your personal information is used.

Adopted: April 2025

Next Review Date: April 2026