



Stevenage Town Bowling Club – Privacy Notice for Members

Version: 2.0 | April 2026 Next Review Date: April 2027

1. Introduction

Stevenage Town Bowling Club (the “Club”, “we”, “us” or “our”) is committed to protecting and respecting your privacy. We process all personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (together referred to as the “Data Protection Laws”).

This Privacy Notice explains how we collect, use, store and share your personal information and what rights you have in relation to that information.

Data Controller: Stevenage Town Bowling Club

2. Personal Information We Collect

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

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

We may also collect additional information such as your date of birth (for age-group competitions) or emergency contact details where relevant.

This information is usually collected when you apply for membership or renew annually. It is important that you inform the Club Secretary of any changes to your details.

3. Lawful Basis for Processing and How We Use Your Information

Under Data Protection Laws, we must have a lawful basis for processing your personal data. We rely on the following:

- **Performance of contract** – where processing is necessary to fulfil our obligations to you as a member.
- **Legitimate interests** – for the running and administration of the Club (e.g. communicating with you and maintaining accurate records). We have considered that these interests do not override your rights.



- **Consent** – for optional purposes such as using your image in publications or certain marketing.

We use your information for the following purposes:

- Maintaining an accurate membership database
- Communicating with you about club matters, fixtures, events and updates
- Sharing necessary information with affiliated organisations including Hertfordshire Bowls, Bowls England, NHWBA, EHL, EHBA, L&D B.A. and Bowls Development Alliance (for participation in competitions and insurance purposes)
- Compiling and publishing the annual Members' Handbook
- Providing information to Committee Members, designated Club officers and the website administrator

4. Data Sharing

We do not sell your personal data. Your information may be shared with:

- The affiliated bowling organisations listed above
- Club Committee members and officers (on a need-to-know basis)
- Our website administrator (for any online directory with your consent)
- Law enforcement, regulatory bodies or our professional advisers where we are legally required to do so

Any third parties processing data on our behalf are required to have appropriate data protection measures in place.

5. Data Retention

We will retain your personal information for the duration of your membership. When your membership ends, we will keep your data for a maximum of 12 months before securely deleting or destroying it, unless we are required to retain it longer for legal, insurance or regulatory reasons. A copy of our full Retention Policy is available on request from the Secretary.

6. Your Rights

Under the Data Protection Laws you have the following rights:



- Right to withdraw consent (where we rely on consent)
- Right of access (to receive a copy of your data)
- Right to rectification (to correct inaccurate data)
- Right to restrict processing
- Right to erasure (“right to be forgotten”)
- Right to data portability
- Right to object to processing based on legitimate interests
- Right to lodge a complaint with the Information Commissioner’s Office (ICO) or with us

To exercise any of these rights, please contact the Club Secretary.

7. Security

We take data security seriously and have appropriate technical and organisational measures in place to protect your information against unauthorised access, loss or disclosure. Emails containing personal data are generally sent using blind carbon copy (BCC). However, please note that data sent over the internet cannot be guaranteed as 100% secure.

8. CCTV and Photography

The Club may use CCTV for security and safety. Cameras are positioned so as not to intrude on privacy, and signage is displayed. Footage is retained only as long as necessary and access is restricted to the Club President.

Photographs and videos may be taken at club events and used for marketing or on our website. Individuals will not usually be named. **For any images involving minors, we will obtain written parental consent beforehand.**

Personal photos taken by individuals for private purposes are outside the scope of this policy.

9. Changes to This Privacy Notice

We may update this Notice from time to time. Any significant changes will be communicated to you. The current version is available on our website or from the Secretary.

Adopted: April 2026



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

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