CRAIGMILLAR PARK BOWLING CLUB

PRIVACY NOTICE

Under Data Protection legislation, **CRAIGMILLAR PARK BOWLING CLUB** is the “controller” of the personal information that you provide to us, unless otherwise stated. When you register as a member of Craigmillar Park Bowling Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the **following personal information:**

* **Name**
* **Address**
* **Phone number**
* **Email address**

**Photographs taken at events** are also regarded as personal information.

**Why we need your personal information**

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

* provide you with core member services
* send you membership communications by post or email in relation to essential membership services, including, but not limited to, membership renewals and information on membership benefits.

If you don’t provide us with all of the personal information that we need to collect, this may affect our ability to offer the club’s membership services and benefits.

We also use our members’ personal information to:

* promote and encourage participation in the sport of bowls by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and used for promotional, educational and development purposes.
* provide competition in the sport of bowls by accepting and managing entries for our competitions and checking your personal information to make sure 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 or other requirements.
* respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of bowls.

We may use your personal information to investigate a complaint, suspend membership or take disciplinary action where appropriate.

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 us at secretary@cpbc.org.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

We are legally required to process certain personal information to comply with our obligations under 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.

We may ask you if we can process your personal information for additional purposes. If we do, 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 your personal information with**

We will not normally share your information with anyone outwith the club. However, in exceptional circumstances, we may be obliged 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. As an affiliated club of Bowls Scotland, we are required to ensure that all our members are members of Bowls Scotland as a condition of affiliation. We will share your name and membership category with Bowls Scotland who will become a controller of your personal information when they receive it. We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Bowls Scotland’s privacy notice explains how they use your personal information and can be accessed here

 [www.bowlsscotland.com/privacy-data-protection](http://www.bowlsscotland.com/privacy-data-protection).

If we do share personal information with external third parties, we will only share the personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients will only process the disclosed personal information in accordance with those purposes.

**How we protect your personal information**

Your personal information is stored securely on password-protected electronic devices and is only accessed by club office-bearers 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 six years.

**Your rights**

You can exercise any of the following rights by writing to us at secretary@cpbc.org.uk

* 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.

* if you wish us to delete your personal information, you may request that we do so.

Any requests received by Craigmillar Park Bowling Club will be considered under applicable data protection legislation.

If you are 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).

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