



# **BRAINTREE BOWLING CLUB**

**AFFILIATED TO:**

**BETWEEN**

**TELEPHONE:**

**WEBSITE:**

**E.MAIL**

**BOWLS ENGLAND, E.C.B.A., N.W.E.B.A., E.C.W.B.A., & C.M.B.L.**

**29/31, CLARE ROAD, BRAINTREE, ESSEX. CM7 2PA.**

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## **GENERAL DATA PROTECTION REGULATION**

### **POLICY DOCUMENT**

<b>WHAT IS THE GENERAL DATA PROTECTION REGULATION AND DOES IT AFFECT OUR CLUB ?.</b>	General Data Protection Regulation is required by any party keeping personnel data records, this applies to Braintree Bowling Club.
<b>WHAT IS THE LAWFUL BASIS FOR THE CLUB TO MAINTAIN DATA ?.</b>	The maintenance of membership records and communication with Members.
<b>WHAT RECORDS ARE KEPT ?.</b>	Names, Addresses, Telephone Numbers, E-Mail Addresses and Members Date of Birth.
<b>WHAT WE USE YOUR INFORMATION FOR:</b>	Maintain Address, Telephone and E-Mail Lists for communication about Club activities, Meetings and Matches. Include Names and Telephone Numbers in our Club Handbook. Share telephone numbers between Members to enable Competitions to be organised.
<b>WHERE ARE THE RECORDS KEPT ?.</b>	On the Club computer and manual records.
<b>ARE THE RECORDS SAFE ?.</b>	Computer access is only available to Management Personnel and is backed up regularly, no general access is available by Members. Manual records of Telephone Numbers and E-mail Addresses are available in the Clubhouse to enable contact between Members to arrange matches etc. Other manual records are locked in the Management Office.
<b>WHO IS RESPONSIBLE ?.</b>	The size of our Club does not require a specific Officer to be responsible, the Management Committee is responsible to Members, but on a day to day basis personnel information will be kept by the Honorary Secretary.
<b>WHAT RIGHTS DO MEMBERS HAVE ?.</b>	To request what information is held on them, to request erasure of information, this could affect receipt of Club Notices. To lodge a complaint with a supervisory body.
<b>DATA TRANSFER TO THIRD PARTIES ?.</b>	We will not share your data with anyone else unless required by legislation or Court Order.
<b>WHAT IS THE RETENTION PERIOD ?.</b>	Three years after membership ceases, for audit purposes, unless the Member requests the data to be removed.

**Any questions regarding this General Data Protection Regulation Policy are to be directed to the Management Committee.**

**July, 2018**