

**HEWELL BOWLING CLUB – POLICY REGARDING PERSONAL DATA – MAY 2018**

**Consent Required from all members**

A new legal duty will come into force from 25<sup>th</sup> May 2018 regarding the collection, storage and use of personal and sensitive data. The General Data Protection Regulation ('GDPR') will replace the Data Protection Act 1998. **Personal data is defined as any piece of personal information that can be used to identify an individual, either directly or indirectly.** This includes information such as an individual's:

- Name
- Telephone Number
- E-mail address
- Date of birth
- Health information
- Location data
- Online identifier e.g. IP addresses or cookies

GDPR will apply across most of Europe and will be unaffected by Brexit.

Hewell Bowling Club ('the Club') collects contact information from all members through a form at the point of application and seeks to collect any changes to that data annually prior to the start of the season.

Data is held on application forms (by the Secretary and Assistant Secretary) and contact lists that include full names, gender, telephone numbers and email addresses are held by all members of the management committee. This is held electronically and in paper form.

This information is held to facilitate communication with members regarding all matters directly relating to 'the Club'.

'The Club' produces a fixture book each year. In that fixture book it includes names and telephone contacts for all members to enable contact between members regarding matches, competitions and social events.

The advice we have from Bowls England following discussions with the Information Commissioners Office is that 'The Club' can hold personal data without the need for consent provided it is adequate, relevant, and not excessive. The management committee are clear that the personal data we hold meets these tests.

However, Bowls England suggests that, for example, should a Club or County Association wish to 'publish' the telephone number of a member they should obtain 'consent' for this purpose and this must be 'opt in' rather than 'opt out'.

'The Club' publishes telephone numbers in its fixture book and also shares that information with Worcestershire Bowling Association from time to time. In addition email addresses are shared between members through 'all member' email communications. Finally the website can hold names and photographs of members, for example from club finals day.

'The Club' will not share or sell members contact information with other third parties for any other purpose such as marketing without the express and separate permission of members.

In order that we can continue to publish names and telephone contact numbers, communicate with members through email and keep our website up to date with relevant information, we require each member to agree to 'The Club's' Data Policy as set out above by signing and returning a copy of this form.

**I agree to the collection, processing and usage of my personal data as set out above.**

**NAME .....**

**SIGNATURE.....**

**DATE.....**