



## **LYMINGTON BOWLING CLUB**

**The Pavilion, Avenue Road, Lymington, Hampshire. SO41 9GJ**

# **The General Data Protection Regulations (GDPR) Policy**

## **Policy**

Lymington Bowling Club's General Data Protection (GDPR) Policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. Lymington Bowling Club is committed to ensuring that we comply with the General Data Protection Regulations (GDPR) principles, as listed below:

- Meet our legal obligations as laid down by the General Data Protection Regulations (GDPR).
- Ensure that data is collected and used fairly and lawfully.
- Process personal data only in order to meet our operational needs or fulfil legal requirements.
- Take steps to ensure that personal data is up to date and accurate.
- Establish appropriate retention periods for personal data.
- Provide members with access to their personal information upon request.
- Abide by Article 15, granting members the right to have their personal information erased.
- Provide adequate security measures to protect personal data.
- Ensure Computer Security Software is current.
- Ensure computers containing personnel information have their passwords changed on a regular basis.
- Ensure that a nominated member is responsible for data protection compliance and provides a point of contact for all data protection issues.
- Ensure that all members are made aware of good practice in data protection.
- Provide adequate training for all members responsible for personal data.
- Ensure that queries about data protection, internal and external to the Club, are dealt with effectively and promptly.
- Regularly review data protection procedures and guidelines within the Club.
- Ensure that everyone handling personal data knows where to find further guidance

## **Data Protection**

Personal Data is any data which may be used to identify, contact or locate a single person. The club holds each member's name, address, postcode, home and, where known, mobile phone number, as well as email address. This information is held on personal computers by those club officials with the need to process such information, principally the Treasurer and Secretary. Names, addresses, and phone numbers are made available to all members

on the Membership Address List. Information on date of birth is held, only for junior members. Where members have declared a disability, this information is held in hard copy form. No financial information (e.g. Bank details) of members is held by the club.

## **Data Sharing**

The only personal information shared is that relevant information required by other Bowling Associations organisations to which it is affiliated and needed by those Associations in order that they can inform members of, for example, selection for Association matches, participation in competitions

## **Data Erasure**

Anyone who has their personal data held by the Club has the right to access, view and erase this data. A subject Access Request (Article 15) grants every citizen the right to a copy of all their personal data held by the Club. Lymington Bowling Club will provide this information in an electronically transportable format usable by the Candidate requesting the information. The Right to be forgotten (Article 16 &17) entitles Candidates to have this data erased. The Club understands that failure to fulfil this entitlement will be a violation of GDPR and subject to penalties.

## **Data Breaches**

In the event of a data breach posing any kind of threat to members' personal information, the Club will inform the affected individuals within 72 hours.

## **Contact for matters relating to Data Protection**

Please contact:

The Club Secretary  
Lymington Bowling Club  
The Pavilion, Avenue Road  
Lymington  
Hampshire, SO41 9GJ

Tel No: 0845 165 0352 or email: [clubsec@lymingtonbc.co.uk](mailto:clubsec@lymingtonbc.co.uk)