

Northwest Kilmarnock Bowling Club

GDPR Privacy Notice for Members

What we need

Northwest Kilmarnock Bowling Club (The Club) will be a “controller” of the personal information that you provide to us.

When you register as a member of the Club or renew your membership, we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, contact number
- membership criteria - member or social member
- payment details – bank account number, sort code, card details, etc.

Why we need your personal information – contractual purposes

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

- provide you with core member services
- send you membership communications [by post or email or social media] in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees’ information

If you do not provide us with all the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits

Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- promote and encourage participation in Bowling by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes
- provide competition in Bowling by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- invite our members as award winners or guests to our annual awards

Where we process your personal information in pursuit of our legitimate interests, 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 our Data Protection Lead, Bob McChristie. 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.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- the Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements

Who we share your personal information with?

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

- Such organisations include the Health & Safety Executive and Police Scotland
- We may also share personal information with our professional and legal advisors for the purposes of taking advice.
- If we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and is only accessed by our management committee 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 6 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of the Club and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against the Club.

Your rights

You can exercise any of the following rights by contacting our Data Protection Lead, Bob McChristie via email bob.nwkbc@gmail.com mobile 07773315478 or any committee member.

Your rights in relation to your personal information are:

- 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 the Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk