

# Leicestershire County Indoor Bowling Data (Privacy) Protection Policy (Reviewed August 2020)

**NOTE! THIS POLICY WAS REVIEWED AUGUST 2020 AND IS CONSIDERED RELEVANT, CURRENT AND FIT FOR PURPOSE.**

**IT SHOULD HOWEVER BE FURTHER NOTED THAT THE POLICY SHOULD BE VIEWED IN LINE WITH GOVERNMENT GUIDELINES WITH REGARD TO COVID19 AND SHOULD ALSO TAKE ACCOUNT OF POSSIBLE LEGISLATIVE CHANGES (TEMPORARY OR PERMANENT) WITH REGARD DATA COLLECTION WITH SUCH REQUIREMENTS AS TRACK & TRACE ETC.**

The Data (Privacy) Policy was issued as a joint policy document on behalf of the LLCIBA (Leicestershire Ladies County Indoor Bowling Association) and the LIBA (Leicestershire Indoor Bowling Association) having been originally agreed and approved at both associations AGM's 2018.

1. This (Data) Privacy Policy is provided to you by The Leicestershire Ladies County Indoor Bowling Association and the Leicestershire Indoor Bowling Association (referred to as The Associations in the policy document) which is the data controller for your data.
2. Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other local legislation relating to personal data and rights such as the Human Rights Act.
3. The Associations will process some or all of the following personal data where necessary to perform its tasks:
  - Names, titles, and photographs;
  - Contact details such as telephone numbers, addresses, and email addresses;
  - Where relevant to the Associations business such as specific competitions (Over 60's / Seniors / Under 16, 18 & 25) and have been provided by the individual, we may process / hold information regarding age.
  - Where relevant to the Associations business such as specific competitions (Mixed) and have been provided by the individual, we may process / hold information regarding gender.
  - The personal data we process **will not** include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, data concerning and sexual life or orientation.
4. The Associations will comply with data protection law. This says that the personal data we hold about individuals must be:
  - Used lawfully, fairly and in a transparent way.
  - Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - Relevant to the purposes we have told you about and limited only to those purposes.
  - Accurate and kept up to date.
  - Kept only as long as necessary for the purposes we have told you about.
  - Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

5. This section provides information about where the Associations may display personal data, subject to prior approval by the individual:
  - The annual year / hand book will display officer details and contact references.
  - The annual year / hand book will display previous County competition winners & runners up (Names & Club details only).
  - The Association web sites will display the information detailed above.
  - The Associations web site will display competition entrants names & clubs (only) in the final stages of the county competitions.
6. This section provides information about the third parties with whom the Associations may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):
  - Opposition Match / Fixture Secretary's, County Competition opponents, EIBA competition secretary's.
7. Individuals have the following rights with respect to your personal data:
  - The right to access personal data we hold on you
  - The right to correct and update the personal data we hold on you
  - The right to have your personal data erased
  - The right to object to processing of your personal data or to restrict it to certain purposes only
  - The right to data portability
  - The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.

When exercising any of the rights listed above, in order to process a request, we may need to verify an individual's identity for their security.

In such cases we will need individuals to respond with proof of their identity before they can exercise these rights.

#### 8. Transfer of data abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

#### 9. Further processing

If the Associations wish to use any personal data for a new purpose, not covered by this Privacy Policy, then the relevant Honorary Secretary will provide the individual with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek prior consent to the new processing.

10. The Data / Privacy Policy will be reviewed annually by the Associations Honorary County Secretary's who will hold the positions of Data Protection Officers (DPO) for the Associations.
11. Please contact the relevant Honorary County Secretary if you have any questions about this Policy or the personal data we hold.