



East Hertfordshire Bowling Association

General Data Protection Regulations "Privacy Statement"

To comply with the Data Protection Act, (DPA) dated 25th May 2018, the following policy has been drawn up to govern the storage of personal data used to conduct the affairs of the "East Hertfordshire Bowling Association (Referred to E.H.B.A.in this document)

Storage of Personal information is recorded in three main areas which maybe either within a computer or hand written records:

1. Secretary's records of Association Officers, Club Delegates, other clubs to arrange match fixtures and personal letters
2. Financial records and accounts of the E.H.B.A.
3. Competition Records of the Competition Secretary covering the entrants address, details of competition entered and records of results achieved

All items recorded on computers, used for the E.H.B.A. business, will be protected by, at least, one commercially produced firewall product. The Computers will use programmes designed to store the data which will record the following details, for which the permission must be granted by the person(s) concerned.

Before seeking the permission to store the personal detail the person (s) must be advised of how the information may be used. The permission given must adhere to the following list, as applicable

- 1) Full name
- 2) Home Club Membership
- 3) Correspondence address
- 4) Telephone number(s)
- 5) Email address(s)
- 6) Permission to use a personal photo. (The E.H.B.A. Handbook and Finals Reporting etc

The permitted personal data stored with the E.H.B.A. will only be used for the purposes of conducting the Association's affairs and will not be disclosed or passed to any other parties except, some information may be required to be supplied to Bowls England, our Governing Authority, and or the County Authorities for Bowling.