



East Herts District Women's 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 Herts District Women's Bowling Association.

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

1. Secretary's records of Association Officers and Club Delegates to send information about the Association's events.
2. Financial records and accounts of the Association held by The Treasurer.
3. Competition Records of the Competition Secretary covering the entrants address, details of competition entered and records of results achieved.
4. Match selection entries held by the Match Secretary.

All items recorded on computers, used for the Association's 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. (Website and any handbooks etc.)

The permitted personal data stored with the Association 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.

Policy agreed by Exec. Committee: May 2019.

Review date: Legislation changes affecting the policy.