

## **Carmarthen County Bowling Association (CCBA)**

### **Privacy Policy**

This privacy policy will help you understand what personal information CCBA collects from you to provide you with membership, how we store and use that information, and the choices you have when you have provided us with your personal information.

#### **1. Who we are**

CCBA exists to promote the sport of Lawn Bowls. Its registered office, care of the County Secretary. For the purposes of the General Data Protection Regulation 2016, the CCBA is a designated data controller.

#### **2. How we use the personal details you provide us with on joining the CCBA**

Membership of the CCBA entitles you to entry into any tournament under the control of CCBA,

To do this, we need to collect and store your name, address and (if you provide this) your email address and telephone number, which is stored together with information on how you pay your subscription, whether by cheque, standing order or direct debit.

The source of all personal data that we hold is the information provided by you when you apply to join CCBA

Data protection law describes the legal basis for our processing your data as necessary for the performance of a contract. Our contract with you is to provide you with access to our facilities on an annual basis in return for your continued membership of CCBA.

Since your membership record forms part of our financial records, we are obliged to keep your personal data for a full six financial years beyond the end of your membership, for audit purposes.

#### **3. How and when we contact you**

We will contact you at intervals in connection with the orderly business of CCBA, for example to give you notice of the Club's Annual General Meeting, Executive Meetings or any Extraordinary General Meeting. Such postal and email communications which are a part of routine business may include other information and news about CCBA and other local bowls events

If you have provided your email address on joining CCBA, the Secretary may also contact you from time to time with news which we think may interest you, for example information provided to him by the Welsh Bowling Association.

If you do not wish to receive such unsolicited information, you may unsubscribe at any time by replying to the Secretary's email asking to be unsubscribed from the mailing list. Members joining CCBA after 25 May 2018 will be asked to opt in to receiving such communications before they are added to the mailing list.

#### **4. Your privacy rights**

Your information is stored securely by the Secretary and Treasurer of CCBA for the purposes described above and is not routinely shared with any other of the CCBA's Committee members, nor with ordinary members of the CCBA in any instance. This does not prevent us from forwarding messages to you from other members where we think you would wish to receive the message.

We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law.

You have the right to request that we provide you with a full copy of any personal information we hold on you, which we are obliged to provide to you within one calendar month free of charge.

Where you believe the personal information we hold is inaccurate, for example where your contact details have changed, you have the right to demand the immediate rectification of any inaccurate data we hold on you.

Where you believe we are holding your personal information beyond the period of retention outlined above in section 2, you have the right to demand its immediate deletion.

You also have the right to request that we transfer any personal data we hold on you to any other agency that you appoint (such as another Club).