

***FALCON BOWLING AND TENNIS CLUB**

DATA PROTECTION NOTICE

A change in government legislation regarding data protection called The General Data Protection Regulation (the 'Regulations' or 'GDPR') is effective as of 25th May 2018. It represents an important strengthening of the individual's rights in respect of personal data information that is collected and stored about them, and as Members of this Club it impacts us all.

Falcon Bowling and Tennis Club (the Club) is both committed, and legally obliged to protect the rights, privacy, information and personal data of its Members. The following explains the Club's Policy in respect of the new Regulations.

Use of personal information

The Club shall operate in line with the Regulations by:

- collecting accurate personal data only
- protecting Member's and other individuals' personal details and any related records, and using this data only for specified lawful purposes
- processing (*the Regulation's term for 'handling'*) personal data for limited, specifically-stated purposes
- holding personal data only for the time period required
- maintaining personal data safely and securely
- adhering to Regulations to ensure that those who lawfully and with consent have access to and process Member's personal data are fully aware of, and abide by their duties under the law

The uses for which the Club may need to process your personal data include:

For training and competition entry

- sharing personal data with Club coaches or volunteer officials to organise training sessions, tournaments and competitions;
- sharing personal data with Club's team managers to enter events;
- sharing personal data with facility-providers to manage access to the facility or check standards;
- sharing personal data with leagues, city and national associations and governing bodies and other competition providers for entry to events, ticket ballots etc.

For funding and reporting purposes

- sharing anonymised data with a funding partner* as condition of grant funding, e.g. *Local Authority;
- analysing anonymised data to monitor Club trends;
- offering you an annual Club survey to improve your experience as a Club member

For Membership and Club management

- processing membership applications and payments;
- processing coaching applications and payments;
- sharing data with Committee Members to provide information about Club activities, membership renewals or invitations to social events;
- Club newsletter promoting Club activity; and
- publishing of competition results

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling Club kit, merchandise or fundraising.

How long the Club holds your personal data

The Club will hold your personal data on file for as long as you are a Member. Membership data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that Member's account, in line with our retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

Finally

You are not obliged to share your personal data with the Club, however, if you choose *not* to share your personal data with the Club we may not be able to register or administer your Membership, and by submitting your personal data to us, you signify your consent to the Club using the data provided as described above.

If we amend our privacy policy, it will be published on the Club's website.

Any special-category health data we hold on Members is only processed for the purpose of ensuring those Members' safety. We hold these data on the lawful basis of consent and, therefore, the Club will need explicit consent to process these data, which shall be sought when collecting them.

The Club has the following social media accounts: Facebook; Twitter. All members are free to join these pages. If you join one of these social media pages, please note that the provider of the social media platforms have their own privacy policies and that the Club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the Club social media pages.

To remain subscribed:

- **If you wish to continue receiving emails from us**, take no action. Not replying will be accepted as your wish to continue receiving Club emails.
- **If at any time you wish to update the information which we hold about you**, please log-in to your Falcon Membership account at <https://paysubsonline.com/>, change or delete details, **then** let the Club Secretary know on falconclub@hotmail.co.uk

To unsubscribe:

- **If at any time you wish to cancel your Falcon Club membership and thereby unsubscribe**, please contact the Secretary on falconclub@hotmail.co.uk to have your details removed from the Club database and you will stop receiving information/communications from the Club.

Falcon Bowling & Tennis Club
2018 and following