

# WELSH INDOOR BOWLS

## PRIVACY POLICY

This privacy policy will help you understand what personal information WIB 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?

WIB exists to promote the sport of Indoor Bowls in Wales. For the purposes of the General Data Protection Regulation 2018, WIB is the designated “**Data Controller**”.

### 2. How we use the personal details you provide us with on being appointed or delegated to WIB

Club Membership of WIB entitles the club and their members to:

- Participate fully in the aims and objectives of WIB.
- To enter any tournament under the control of WIB and the other bodies that WIB is affiliated to.

To do this, we need to collect and store your name, address and (if you provide them) your email address and telephone number.

The source of all personal data that we hold is the information provided by you on being appointed or delegated to WIB and consent to your details being listed in the WIB’s Handbook.

Data protection law describes the legal basis for our processing 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 WIB.

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 WIB, for example: to give you notice of WIB’s Management Meetings, Annual General Meeting, Committee 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 WIB and other local bowls events.

If you have provided your email address on being appointed or delegated to WIB, 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 Bowls Wales or the other bodies that WIB is affiliated to.

If you do not wish to receive such unsolicited information, you may unsubscribe at any time by emailing the Secretary asking to be unsubscribed from the mailing list.

### 4. Your privacy rights

Your information is stored securely by the Secretary, who is the nominated “**Data Processor**”, in a password protected electronic device, and the Team Manager (men) and the Team Manager (Ladies) hold in hard copy, similarly protected, data on all the players selected, or considered for selection for international duties. Data held for the purposes described above is not routinely shared with any other

of WIB's Committee members or with ordinary members of WIB 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 Bowls Wales and the other bodies that WIB is affiliated to.

**Reviewed June 2024, next review June 2025.**