



SOMERSET BOWLS ASSOCIATION



Policy to comply with the General Data Protection Regulation (GDPR) 2018

1) Somerset Bowls Association (SBA) GDPR Policy

- a) The SBA GDPR Policy sets out The SBA's commitment to protecting Personal Data and how they implement that commitment in the collection and use of Personal Data.

2) Personal Data.

- a) Personal Data is any data which may be used to identify, contact or locate a single person.

3) SBA Commitment

- a) The SBA is committed to ensuring that it complies with the GDPR as listed below:
 - i) Meeting its legal obligations as laid down by the GDPR (2018).
 - ii) Ensure that any Personal Data is collected is used fairly and lawfully.
 - iii) Processing Personal Data only to meet SBA operational needs or fulfil legal requirements.
 - iv) Taking steps to ensure that Personal Data held is up to date and accurate.
 - v) Establish appropriate retention periods for Personal Data.
 - vi) Providing members with access to their Personal Data upon request.
 - vii) Abiding by Article 15, granting members the right to have their Personal Data erased.
 - viii) Providing adequate security measures to protect Personal Data.
 - ix) Ensuring where necessary Computer Security Software is current.
 - x) Ensuring any computers containing Personal Data have their passwords changed on a regular basis.
 - xi) Ensuring that a nominated member is responsible for Personal Data protection compliance and provides a point of contact for all Personal Data protection issues.
 - xii) Ensuring that all SBA Officers, Executive Members are made aware of good practice in Personal Data protection.
 - xiii) Provide adequate training for all members responsible for handling/processing Personal Data.
 - xiv) Ensure that queries about Personal Data, internal and external to the SBA, are dealt with effectively and promptly.
 - xv) Regularly review Personal Data protection procedures and guidelines within the SBA.
 - xvi) Ensuring that everyone within the SBA who handles Personal Data knows where to find further guidance if needed.

4) Personal Data is held as follows:

- a) The SBA General Secretary may hold Personal Data for all SBA Officers and Executive Members such as their name, address, postcode, home/mobile phone numbers, and email addresses.
- b) Any Personal Data that is held will only be published to the website or shared with the approval of those individuals.
- c) The General Secretary may hold Personal Data of Affiliated Club's official points of contact such as their name, address, post code, home/mobile phone number and email address.
- d) Any Affiliated Club's official points of contact Personal Data that is held will only be published on the website or shared with the approval of those individuals.
- e) The Treasurer may hold Personal Data of individuals with whom they transact financial payments such as email addresses and phone numbers. The Treasurer holds no financial Personal Data on individuals other than those relating to SBA financial transactions in relation to Club affiliation and competition fees.
- f) Those officers involved with junior players may hold such Personal Data as is required under Safeguarding Legislation and any Personal Data will be supplied with parental/guardian approval.
- g) Other SBA Officers may hold Personal Data such as email addresses and phone numbers of individual club members so as to allow them to make contact for the running of competitions, and selection of teams etc.
- h) Personal Data may be held principally on personal computers which will have up to date security software although in some occasional instances records may be hard copy.
- i) Personal Data may be shared when necessary to enable individuals to participate in competitions, play matches etc. Personal Data may also be shared with other Bowling associations or organisations to which the SBA is affiliated and where it is needed by those associations or organisations in order that they can inform players of competition arrangements, selection for games etc.

5) Data Erasure

- a) Anyone who has their Personal Data held by the SBA has the right to access, view or request amendment of this data. A subject Access Request (Article 15) grants every citizen the right to a copy of all their Personal Data held. On request the SBA will provide this information in an electronically transportable format usable by the individual requesting the information.
- b) The Right to be Forgotten (Article 16 &17) entitles individuals to have this data erased.
- c) The SBA understands that failure to fulfil this entitlement will be a violation of GDPR and subject to penalties.

6) Data Breaches

- a) In the event of a data breach posing any kind of threat to members Personal Data, the SBA will inform the affected individuals within 72 hours.

7) The SBA Commitment

- a)** The SBA lays out below its commitment to protecting Personal data together with how we implement that commitment in accordance with GDPR.
 - i) We will ensure that where Personal Data is collected it is used fairly and lawfully. Personal Data may include name, postal and email address, telephone number and membership of bowls club/s.
 - ii) We will process Personal Data only to meet our administrative, communication and directory needs and legal requirements. We may share your Personal Data with other bowls associations and bowls clubs where and when required for league or competition purposes.
 - iii) We will ensure that any Personal Data of SBA Officers and Club Official Points of Contact that is collected and published on the website is done so with approval of those officers by their completion of a GDPR approval form.
 - iv) Any Personal Data shared with us by SBA Affiliated Clubs will be accompanied by a statement of GDPR compliance with the related Club's GDPR policy in assuring their members approval to share their Personal data.
 - v) We may share Personal data, when necessary, with Bowls England, other County Associations and other Clubs to enable competitions and that business relating to enhancing and enabling the game of bowls.
 - vi) We will always strive to ensure that Personal Data is current and accurate.
 - vii) We will retain Personal Data only for the statutory period that it is defined within GDPR.
 - viii) Members will have access to details of their Personal Data held by the SBA upon request and have the right to have it corrected if inaccurate or erased.
 - ix) We will incorporate adequate security measures to protect Personal Data.
 - x) We will ensure that computers containing Personal Data incorporate passwords and security software.
 - xi) The General Secretary will be responsible for data protection compliance and that officer will be the contact for all data protection issues.
 - xii) We will ensure that all SBA officers are made aware of good practice in data protection.