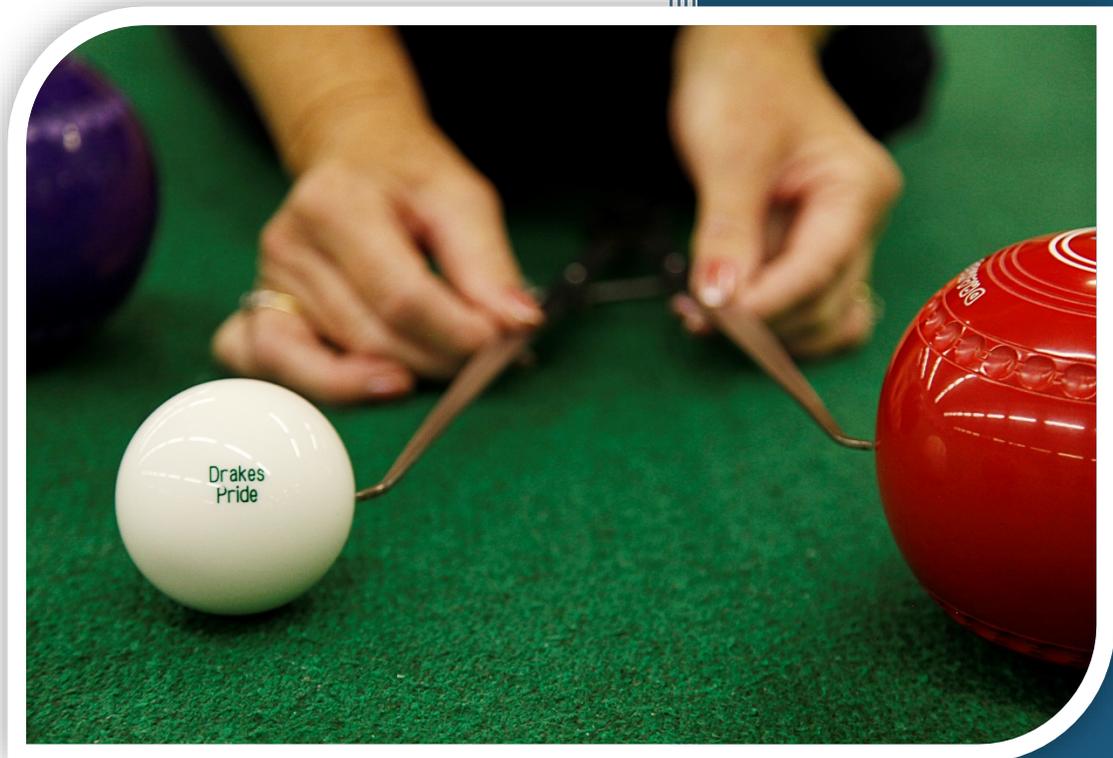




# Privacy Policy



**ENGLISH  
BOWLS  
UMPIRES  
ASSOCIATION**



## Privacy Policy

This policy applies to all personal data/information collected by the English Bowls Umpires Association (“EBUA”), and sets out the principles governing the:

1. Processing of such information;
2. Use of such personal information;
3. Storage of such personal information;
4. Disclosure of such personal information.

EBUA only retains such personal information that is necessary for us to operate, which is as follows: -.

The General Data Protection Regulations (2018) cover the storage and use of Personal Data which is defined as follows:

*“as any piece of personal information that can be used to identify an individual, either directly or indirectly. This includes such information such as name, home address, home telephone number, mobile phone numbers, email address and date of birth”.*

We are committed to safeguarding and respecting your privacy. We have not appointed a Data Protection Officer to oversee our compliance with data protection laws, but the EBUA Executive Committee has overall responsibility for data protection compliance in our organisation. This document explains how we may use personal information we collect before, during and after your membership to the EBUA. It also explains how we comply with the law on data protection and what your rights are. For the purposes of data protection as detailed below we will be the controller of any of your personal information.

This Policy applies to you if you are or have been a member of the EBUA or any person who has communicated with us regarding the services and training provided by us.

### **1. Controllers of data**

The “English Bowls Umpires Association” is the Data Controller

### **2. Personal Information we may hold**

Full Name

Postal Address

Telephone Numbers

Email Address

Year of birth

Full Disclosure contents including DBS reference number and criminal convictions etc

Health and disability information.

Emergency contact details

Bank account details

### **3. How we collect and use personal information**

All personal information is obtained from the Member through Application for Training & Examination, Membership Application Form, Voluntary Disclosure Form, Application for Expenses.

The information collected will be used to;

enable the proper administration of the Association;

pay any authorised expenses submitted by members;

ensure every member is up to date with their development and training;

on the Association Website;

provide requested information to National Governing Bodies, Bowls England, English Indoor Bowling Association, County Associations and Clubs.

### **4. How long do we hold information for?**

We will store information electronically or in paper form. All information held is updated annually. Any member who is no longer a member shall be removed from the active lists but we will retain information on training and examinations for up to 12 months. In respect of death, the members details, e.g. membership registration, will be removed at the end of the financial year.

### **5. Opt-out choice**

You have the right to withdraw at any time your agreement to the use and sharing of the information provided. The implication of removal of some stored information will limit the Associations ability to communicate with the member. Please inform the EBUA Secretary accordingly.

If at any time you do not wish to receive information from the EBUA please inform the EBUA Secretary in writing or by email. Withdrawal of consent will be acted upon within 28 days of receipt of such notification.

### **6. Data Subject Requests**

Members have a right to request and inspect data that the Association holds on them.

Data Subject Requests must be fulfilled by the Association within 28 days.

### **7. Photographs**

The EBUA may use photographs and videos of members and others attending training, matches or other events for publishing on the EBUA website or for publishing in printed or social media. We will only include details of names of any person in an image on our website or in media publications for a good reason and with consent.

Juniors (under 18 years of age) will only have their photographs published in any form if the EBUA Secretary has the written consent of the relevant parent and/or guardian.

## **8. Website**

The current website address for the EBUA is <http://www.ebua.org.uk>

## **9. Social Media**

The only social media is currently a closed group Facebook Page called EBUA members. Applications for membership of the group are only accepted from members. Any person who ceases to be a member of the Association will also be removed from the page.

## **10. Information Corrections**

Any member who has a change of information should notify by email or in writing the EBUA Secretary, particularly if changing home address, changing mobile/land line or changing email address. Changes to Bank Details should be communicated to the Treasurer.

## **11. Security**

We will strive to protect the privacy and security of our records and to maintain the reliability and accuracy of personal information.

Although we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved, we take all reasonable steps to ensure the security of all transmissions.

We will send all emails to multiple recipients using the "bcc" option unless agreed otherwise. You accept inherent security implications of providing information and will not hold us responsible for any breach of security or disclosure of information unless we have been proved to be negligent.

## **12. Policy Changes**

This policy may change from time to time. If we make any major changes, we will inform all members either by email or letter.