

Caister Bowls Club

GDPR (Data Protection) Policy



Upon joining Caister Bowls Club, members are asked to provide certain personal details. This information is required for the efficient management of the Club and to help ensure the safety of its members. In accordance with the Data Protection Act 2018, the Club must specify the information it collects, comply with data protection principles, and identify and delete any information that has not been requested. All membership forms are securely stored by the Club Secretary at their home address. Personal information is also held in digital format on a memory stick, which is kept securely at the Secretary's home and only connected to a computer when necessary for administrative purposes. If or when you leave the club, your data will be deleted from the club records.

Personal Data Required from Membership Form:-

- Name
- Address
- Phone Number (Mobile and/or landline)
- Email Address
- Signature
- Emergency contact details
- Permission to hold on file and use personal data in connection with the administration of the Club
- Permission to use photos and videos taken at Caister Bowls Club to promote the Club and its activities on Social Media and the Website.

Data Protection Principles:-

The Committee will ensure that all personal data from members is:

- Used fairly, lawfully, and transparently.
- Used for specified, explicit purposes.
- Used in a way that that is adequate, relevant, and limited to only what is necessary.
- Accurate and, where necessary, kept up to date.
- Kept for no longer than necessary (Usually until the member leaves the club)
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction, and damage.

Your Rights:-

Members have the right to:

- Be informed of how their data is used.
- See their personal data stored and have the right to request data to be updated.
- Have their data erased.
- Stop or restrict the processing of their data.
- Object to how their data is processed in certain circumstances.

Other Data Sources:-

During any year other activities will provide additional or other supportive data. This data may result from:

- CCTV saves securely for a maximum of 3 calendar months, or before if hard drive is full. This information will then be automatically eradicated. Caister Bowls Club is registered with the Information Commissioners Office for its use of CCTV and has a separate CCTV policy.
- Specific club activities such as other social events where personal details will be recorded. This data will be destroyed after the event.

Whilst this data is retained it will be subject to the Data Protection Principles.

This policy was reviewed and formally approved by the Caister Bowls Club Committee on 14 November 2025.

A handwritten signature in black ink, appearing to read 'T. Murless', written over a faint horizontal line.

Signed:

Trevor Murless

(Chairman, Caister Bowls Club)