



# HAMPSHIRE INDOOR BOWLS ASSOCIATION

## PRIVACY POLICY

Hampshire Indoor Bowls Association (hereafter 'HIBA') respects your right to privacy. As part of our commitment to protect your privacy, we have produced this notice to explain what personal data we hold and how we use it. We also want to make you aware of your rights under the General Data Protection Regulation (GDPR). Our aim is to be fair and transparent about how we use your personal data, in order to foster greater trust between HIBA and yourself.

### What personal data we hold and why

The purpose of the Association is to arrange matches with other bowling organisations, to provide teams to compete in those matches and to organise competitions for members of HIBA.

In order to achieve this, the officers of HIBA require to store personal contact information of other officers and potential team players and competitors.

- Name
- Telephone number(s)
- Email address
- Date of birth or age bracket (for age-related competitions etc.)

This is predominately the only personal information we hold.

### How do we collect this personal information?

All the information collected is obtained directly from HIBA members or via their club officials.

### How we use your personal data

#### Matches and Competitions

- sharing contact details with club captains, vice-captains, team managers or other County Associations or Bowling Organisations to help manage team selection for matches
- sharing contact details with opponents/ fellow bowls clubs to help arrange competitions and matches
- sharing contact details with other competitors to arrange matches
- sharing officers' contact details with other members via the HIBA fixture card and County Directory.
- informing coaches to plan and execute coaching sessions
- informing umpires of matches to attend

The lawful basis for processing this is Legitimate Interests. The above information is an intrinsic necessity for our business. Processing is designed solely to organise matches and competitions or pay expenses. No personal rights or freedoms are threatened by our use of personal contact data or competition information. Details not to be shared can be requested, but this would make it difficult for inclusion in matches and competitions.

## Who we share your personal data with

In some circumstances, it is necessary for the HIBA to give relevant Committee Members access to your personal information. This access is only granted to the extent necessary for them to perform HIBA related duties. We do not sell personal data or use it for any marketing. We do not share any personal information with anyone else except if this is required by law or for the prevention or detection of crime.

A directory of all HIBA officers giving name, telephone number and email address is held by clubs affiliated to HIBA along with a copy of this Policy

The HIBA is affiliated to the following associations:

English Indoor Bowling Association

Southern Counties Indoor Bowling Association

and such other associations as may be for the benefit of HIBA from time to time.

We are required to forward your name and email to these associations as appropriate. For further information of how your data is used by these associations, please refer to their Privacy Notices.

We will also forward your age if entered for an age-related competition.

Photographs of HIBA Officers and competition winners may be published on the HIBA website. Photos and competition results will be sent to local newspapers only with the individuals' permissions. If you have concerns over your personal data, you should contact the HIBA Secretary – see below for contact details.

## How long we keep your personal data

The data stored is reviewed annually. Old and incorrect data is deleted from the system and from any backups. Current data is added relating to the new season.

Historic data of past presidents and competition winners is kept indefinitely as part of the legacy and culture of the organisation.

## How do we store your personal data

We rely on responsible HIBA officers to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Security measures include secure storage of paper copies, password protection and independent hard drive back up which is securely stored.

Your data is held by one or more of the following methods

- Paper Based filing systems held securely by HIBA officers
- On a secure hard drive on the officers' PCs.
- The HIBA website, which stores personal data (match results) and pictures. If you have concerns over your details, you should contact the HIBA Secretary as in the Contact Us section of this document.

## Special category data

We may collect health data on medical conditions for your safety at the matches. This information is securely held and is not available to the public. It is optional whether you provide these details.

## Children

We collect additional information on parents and or legal guardians of our under 18 players. We never disclose the child's details without the prior consent of the parents or guardians.

## Your rights to control your personal data

The GDPR provides you with a number of rights over your personal data. At any time you can:

- request information about how HIBA handles your personal data
- request your details to be updated or deleted
- submit a 'Subject Access Request' (SAR), which will require HIBA to provide you with specific details about how and where your details have been used
- restrict or object to the way your details are used.

## Availability and changes to this policy

This policy is available online at [www.hampshireiba.com](http://www.hampshireiba.com). This policy may change from time to time. If we make any material changes we will alert members by a news item on the web-site.

## Contact us

If you have any questions about HIBA privacy policy or practices, please either:

- e-mail to: HIBA Secretary (presently [stuart.w.logan@gmail.com](mailto:stuart.w.logan@gmail.com)) subject: Data Protection or phone 01256 478965

## How to complain

If you are not happy with the way HIBA has handled your data privacy, in the first instance please contact us as above. If you are still not satisfied, you can complain to the Information Commissioner's Office (ICO). They are the UK's Data Protection watchdog or 'Supervisory Authority'.

You can submit a complaint via <https://ico.org.uk/concerns/> or call 0303 123 1113.

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