

CORSTORPHINE BOWLING CLUB – PRIVACY POLICY



What we need

Corstorphine BC will be a “controller” of the personal information that you provide to us in this form, unless otherwise stated.

When you register as a member of Corstorphine BC or renew your membership (Including if you are registering or renewing on behalf of a child under the age of 18) we will ask you for the following personal information:

- Contact details – name, address, email address, and date of birth,
- Membership category – Life, Full, Associate, Non-Playing, Junior or Dormant.

Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- Provide you with core member services, including but not limited to competition entries
- send you membership communications, by post or email in relation to essential membership services, including but not limited to general meeting notices, membership renewals and subscription rates.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information –legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under the Protection of

Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

As an affiliated club of Bowls Scotland we are required to ensure that all of our members are members of Bowls Scotland as a condition of affiliation. We will share your name and membership category with Bowls Scotland who will become a controller of your personal information when they receive it.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our staff and volunteers for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services.

Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

Your rights

You can exercise any of the following rights by writing to us at 5 North Saughton Road, Edinburgh, EH12 7HQ or email secretary@corstorphinebowlingclub.co.uk

- You have a right to request access to the personal information that we hold about you by making a “subject access request”;
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- You have a right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.
- Any requests received by **Corstorphine BC** will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk