



# **COWPEN AND CROFTON WELFARE BOWLS CLUB**

## **PRIVACY POLICY**

June 2018

Revised April 2021



## Document Version Control

|                             |           |
|-----------------------------|-----------|
| <b>First Approved on:</b>   | June 2018 |
| <b>Last reviewed on:</b>    | n/a       |
| <b>Date of next review:</b> | June 2021 |

### Review History

| <b>Date of Review</b> | <b>Comments</b>   |
|-----------------------|---|
| June 2018             | Version 1 created and approved for use. This policy replaces 'The Data Protection Policy' issued in February 2015 in its entirety as a result of new data protection legislation. |
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### Revision History

| <b>Version</b> | <b>Change Log</b>         | <b>Date</b> |
|----------------|---------------------------|-------------|
| 1              | Initial release of policy | June 2018   |
|                |                           |             |
|                |                           |             |

### Author

| <b>Version</b> | <b>Author</b>           | <b>Date</b> |
|----------------|-------------------------|-------------|
| 1              | Lawrie Wise/Kevin Wylie | June 2018   |
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# **PRIVACY POLICY**

## **1. INTRODUCTION**

This policy exists to help ensure that the Club adheres to The General Data Protection Regulations (GDPR) which came into force on May 25<sup>th</sup> 2018

The aim's of GDPR are to protect the fundamental right to privacy and the protection of personal data of European Union (EU) citizens.

Data includes physical data e.g. hand written forms, lists etc and electronic data e.g. the Clubs Website. Transparency and communication with Club members and site visitors are key elements of the GDPR. As part of the new regulation, the Club must let members and site visitors know how the Club collects, stores and uses their data, in a clear and transparent way. In addition, the Club must comply with members and site visitors' requests to receive a copy of their data that is held and processed.

## **2. INFORMATION COLLECTED AND HELD**

It is a legal requirement that members of this Club are made aware of their data that is held by the Club, with whom the data will be shared and how it will be stored.

There is a need for individual's data to be held in order to register to take part in Leagues fixtures and competitions. That data, which comprises names and contact telephone numbers, is sent annually to the Leagues Secretaries to allow them to properly administer the functioning of their Leagues.

The following leagues receive data from this Club: Bowls Northumberland (Men's and Women's Sections), Northern Bowls League, North East Ladies Bowls League, Blyth Valley League, Northumberland County Women's Bowling Federation.

In order that the Club may claim Gift Aid on membership fees, data may also be sent electronically to HMRC. That data comprises names, house numbers and post codes. The paper files from which the data is compiled are stored securely at the home of the Management Committee member responsible for liaising with HMRC.

Individual's data, in the form of contact telephone numbers, is stored electronically on the Clubs website in the password controlled Membership Area. It is also posted on the Club notice board in the pavilion which is secured when no club member is present. The Club website is operated by "WIX" who use standard cookies in their operations. No data is collected in any way shape or form by this Club via the Clubs Website.

Data provided on application for membership of the Club is stored in a secured locker within the pavilion. This data will include home addresses, contact telephone numbers and any notified medical conditions and next of kin details. Such data will not be shared with other parties.

On ceasing to be a member of the Club all individual data will be destroyed.

### 3. CONSENT and WITHDRAWAL

In order for the Club to comply with GDPR and League requirements etc as just explained, members must give their consent. This will be achieved using Form GDPR 1 (See Appendix A)

All members have the right to withdraw their consent at anytime by contacting the Club Secretary. The consequence of this withdrawal may be that the member cannot partake in a particular league.

### 4. COOKIES AND THE CLUBS 'WIX' WEBSITE

Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site.

In accordance with the GDPR, we must inform users of our website that Wix use cookies.

Cookies are implemented in every site built by Wix. The table below shows which cookies Wix implements on Wix sites:

| Cookie name                          | Life span         | Purpose                         |
|--------------------------------------|-------------------|---------------------------------|
| svSession                            | Permanent         | Creates activities and BI       |
| hs                                   | Session           | Security                        |
| incap_ses_\${Proxy-ID}_\${Site-ID}   | Session           | Security                        |
| incap_visid_\${Proxy-ID}_\${Site-ID} | Session           | Security                        |
| nlbi_{ID}                            | Persistent cookie | Security                        |
| XSRF-TOKEN                           | Persistent cookie | Security                        |
| smSession                            | Two weeks         | Identify logged in site members |

How can I control my cookies?

Browser controls: Most web browsers automatically accept cookies and similar technologies, but if you prefer, you can change your browser setting to do the following:

- Delete all cookies;
- Block all cookies;
- Allow all cookies;
- Block third-party cookies;
- Clear all cookies when you close your browser;
- Open a 'private browsing'/'incognito' session, which allows you to browse the internet without storing local data; and
- Install add-ons and plug-ins to extend browser functionality.

Useful Information

A number of websites provide detailed information on cookies, including [AboutCookies.org](http://AboutCookies.org) and [AllAboutCookies.org](http://AllAboutCookies.org)

---END---

Signature (President):

Date:

## The General Data Protection Regulation

### Members Consent Form

Under General Data Protection Regulations you are required to sign this form.

This will give Cowpen & Crofton Welfare Bowls Club permission to store your details on file and share some items with relevant bodies.

All member's names and telephone details will be retained on file and shared with the Leagues Secretaries of the Leagues in which they may wish to play:

- Bowls Northumberland (Men's and Women's Sections);
- Northern Bowls League;
- North East Ladies Bowls League;
- Blyth Valley League;
- Northumberland County Women's Bowling Federation

For those members who have agreed to take part in the Gift Aid Scheme, Names, House numbers and Post Codes will be shared with HMRC.

The Club will display telephone numbers within the club house for members to make contact with one another and names for league and competition purposes.

I GIVE PERMISSION FOR COWPEN & CROFTON WELFARE BOWLS CLUB TO SECURELY STORE MY DETAILS AND SHARE THEM ONLY WITH THOSE BODIES MENTIONED ABOVE.

NAME: .....

SIGNATURE: .....

DATE: .....