

# Titwood Bowling Club

## Privacy & Data Protection Notice

### We need

Titwood Bowling Club to be a "controller" of the personal information that you provide to us unless otherwise stated.

When you register as a member of Titwood Bowling Club 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, home telephone number, mobile telephone number;
- membership category – Ordinary (playing) or non-playing

For bowlers we may also need to ask for date of birth where we may need to establish age group for competitions (juniors, under 60s or seniors).

### 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 access to bowling activities such as competitions, PVG checks where appropriate and social activities;
- send you Club Notices by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits;
- communicate with bowling members about opportunities to participate in bowling events/competitions (including communications with other members)

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 - legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to: promote and encourage participation in the sport of bowls by entering members in competitions or providing supporting information to enable members to participate in bowling events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;

- provide competition in the sport of bowls by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- provide encouragement to others by adding names of Champions and Presidents to the honours boards;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and

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- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of bowls. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [Sec@titwoodbowlingclub.co.uk](mailto:Sec@titwoodbowlingclub.co.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### [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.

### [Why we need your personal information – consent](#)

We will ask you how you would like us to contact you with regard to communications about club news and social events. You may choose how you want to receive formal communications from the club about what is happening within the club.

We will also ask you how you wish your entry to appear in the Club Handbook (Membership Card) – Name; year of entry to club; a specified telephone number or email address. This card will be published and distributed to all club members. Members may choose to withhold some or all of the above information from the Membership Card, but it should be noted that all members wishing to participate in competitions need to provide their name and a telephone number or email address so that they may be contacted by their opponent (see [Why we need your personal information - contractual purposes](#)).

### [Other ways we use 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.

### [With whom do we share your personal information](#)

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.

Where we are affiliated to other bowling organisations or members are required/require to be affiliated to other bowling organisations (such as the Scottish Bowlers Fellowship) we will share your name and membership category (as appropriate) with such organisations who will become a controller of your personal information when they receive it.

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In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

### How do we protect your personal information

Your personal information is stored on a password protected OneDrive folder, which may be accessed, at the club secretary's discretion, by club officials and other 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 the Club Secretary at Titwood Bowling Club, Glencairn Drive, Glasgow, G41 4PS or emailing the Club Secretary at [sec@titwoodbowlingclub.co.uk](mailto:sec@titwoodbowlingclub.co.uk)

Your rights in relation to your personal information are:

- 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 Titwood Bowling Club 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](http://www.ico.org.uk)