**{Club Name}**

**DATA PROTECTION POLICY**

**Legal Requirements**

The General Data Protection Regulation came into effect on 25 May 2018. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed or used without their knowledge and consent. {Club Name} will adhere to the requirements of the Regulation.

**Data Protection Principles**

In terms of the General Data Protection Regulation, {Club Name} is the ‘data controller’, and as such determines the purpose for which, and the manner in which, any personal data is, or is to be, processed. The person about whom we hold the data is known as the ‘data subject’.

{Club Name} will:

* not use data for a purpose other than that agreed by data subjects
* monitor the data held to ensure that it is not excessive for purpose
* ensure that the data held is accurate
* delete data when it becomes obsolete

The data subject has the right to:

* access personal data
* have their personal data rectified
* restrict processing of their personal data
* reject the processing of their personal data

**Purpose of data held by {Club Name}**

Data is held for the following purposes:

* to facilitate communication with members regarding the affairs of {Club Name};
* to facilitate communication with {Club Name} Officers, Honorary Members and Selectors;
* to facilitate communication between other clubs in Northern Ireland Bowling Association (NIBA);
* to record and forward Honorary Secretary, Match Secretary, Representative to Management Meetings, Player Registration and U18 Player Registration to facilitate communication between the Association and the Individual;
* to publish relevant data on the {Club Name} Notice Board or website.

**Collection of data**

Data will be collected by one or more of the following methods:

* data collection forms;
* written correspondence including email;
* verbal communication.

Consent shall be obtained at the time of collecting the data.

**Processing of data**

Data shall be processed by either the Honorary Secretary and/or Match Secretary.

**Control of data**

The Data Protection Officer shall be responsible for ensuring that {Club Name} meets the requirements of the General Data Protection Regulation.

**Security of data**Data held on a laptop will be password protected as are the files containing the data. Passwords are changed on a regular basis.

Data held in a paper filing system will be securely stored.