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**NORTHERN IRELAND BOWLING ASSOCIATION**

**DATA INVENTORY**

| **Method of collecting personal data** | **What personal data is collected** | **Data Subject(s)** | **When is this data collected**  | **Volume of personal data**  | **Why is this data collected?**  | **Where is data stored?** | **Security measures already taken?** | **Retention period and when are any updates carried out** | **Data Controller?Joint Data Controller?****Data Processor?**  | **Has a suitable Privacy Notice been issued?** | **Person responsible for handling data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club RegistrationFormPlayer Registration FormU25 Player Registration Form | * Name
* Address
* Email address
* Telephone number
* Age
 | Honorary Secretary, Match Secretary and Representative to Management Meetings of each member club.Players of member clubsU25 Players of member clubs | AnnuallyAnnuallyAnnually | 45 member clubs Approximate1400Approximate40 | To be able to communicate with member clubs regarding Association mattersTo publish on the Association’s website (www.nibabowls.org) to enable clubs to communicate with each other | On a laptopPaper filing system | Laptop and files are password protected Paper files are securely stored | A new form is completed by clubs on an annual basis (March)Obsolete contact details are deleted immediately | Data Protection Officer | Privacy notices displayed on Association website and enclosed with Club Registration Form | Honorary SecretaryAssistant SecretaryLeague SecretaryCompetitions Secretary |
| Verbal and via email | * Name
* Address
* Email address
* Telephone number
* Age
 | * Officers
* Honorary Members
* Selectors
* International Players
* Team Management
 | Annually When Teams or Squads are selected | Approximate 60 individuals | To conduct the business of the AssociationTo enable the Team Manager, Selectors, League and Competitions Secretary’s to communicate with members of Clubs, Teams and SquadsSelected information is placed on the Association website (www.nibabowls.org)  | On a laptopPaper filing system | Laptop and files are password protectedPaper files are securely stored | Obsolete contact details are deleted immediatelyAnnually or as and when required | Data Protection Officer | Privacy notices displayed on Association website and provided to individuals | Honorary SecretaryAssistant SecretaryLeague SecretaryCompetitions Secretary |
| Camera and Photo Images | Photos | * Officers
* Winners (Team or Individual)
* Club or Team sides
* Individual Players
* General Match Day
* Special Events
 | Ad hoc basis throughout the year | Small | To use on websiteAssociation Publicity | On a laptop | Laptop and files are password protected | 1 year or until withdrawal of consent | Data Protection Officer | Privacy notices displayed on Association website and provided to individuals | Honorary Secretary  |