



### Personal Data Privacy Statement 2023

This statement was issued in February 2023, in compliance with the requirements of UK/EU General Data Protection Regulation.

1. When we talk about the HSMBA, the Association, “us” or “we”, we are talking about the Hertfordshire Short Mat Bowling Associations elected management committee. We collect, store and process certain personal information regarding our registered members that is required in running our affairs.

2. Data collection is limited to the following.

- (a) Member name, gender and the club's name
- (b) Age range data
- (c) Contact data (postal address, email address and telephone numbers).
- (d) Sensitive data (e.g. doctor contact and medical information)

(a) and (b) above are collected directly as part of the annual member registration process. Age range data is summarised by club before we collect it when required.

(c) is collected directly from yourselves or Club Correspondent but only for those with a key position or responsibility (such as club correspondent, team Captain). This data may also be collected directly from individual members if they enter an HSMBA competition or play for a HSMBA team.

(d) Sensitive data is only collected for junior or vulnerable adult members where this is provided by the parent/guardian/Partner at the time of registration. This is to conform to our safeguarding policy.

3. Why Personal data is collected.

- **Name** - is required so that it can be verified that you are a bona fide paid-up registered player.
- **Gender, age range and club data** - are all required for statistical analysis of county/national membership.
- **Postal/email addresses and telephone numbers** – are required so that contact is facilitated between individuals where their position requires it.

4. How personal data is stored

Names, gender, club name and age range data of all members is held on a personal computer as part of a county membership database, which includes a unique membership number allocated to each individual. Contact information is held by committee members on their personal computers to assist them in the pursuance of their duties.

5. Who do we share it with

We currently share personal data as follows:

All members names, gender and club name are shared with the ESMBA for registration/insurance purposes.

This is to enable them to validate entitlement in the event of a claim under the Personal Accident scheme.

6. We keep all personal data safe and only hold it for as long as necessary. When we conclude that personal data is no longer relevant it is deleted.
7. The Association has concluded that the data it collects is minimal and is confined to that necessary to fulfil its functions. Without this data we would not be able to provide our members with benefits and our function as an Association would be impaired. We have concluded that we therefore have a legitimate interest in collecting, holding and sharing the data as declared in this Privacy Statement and therefore we do not seek member's individual consent to collect the data we require.
8. The Association will automatically assume that any member who appears in a photograph or video taken at a Club/County/National event, has given their permission for this media to be used on the county website/social media or press.
9. This privacy statement satisfies your right to know what data is held about our members
10. Any queries regarding the way we handle your data should be made in writing to the management committee