

DATA PROTECTION POLICY

As a registered Club we are bound by Law to comply with regulations relating to the holding of personal data by Lichfield Bowling Club

Lichfield Bowling Club holds certain personal information about you. The information we hold is that supplied to us, by you, and includes your full name, address, date of birth, home telephone number, mobile number and where applicable your contact email address your date of joining, together with your Vehicle details for parking.

- a) As "keepers and processors" of this information, we are required by Law to have in place control measures concerning the storage and use of all personal information held.
- b) Each individual member is required to complete the Data Protection Form, sign and date it, agreeing that their personal information be retained by Lichfield Bowling Club.
- c) This data will then be placed in a separate file and retained solely by Lichfield Bowling Club Secretary.
- d) This data will not be passed on by Lichfield Bowling Club to any third party for favor or financial gain.
- e) This data will only be used by Lichfield Bowling Club for purposes of social events, league match fixture information and general club business. **All such communications are to be issued through the Club Secretary.**
- f) This data will be removed upon request from the member within a time scale of 30 days from receipt of the request.
- g) E-mail is a useful and modern method of communication that is speedy and effective, and our preferred method of communication.