



Girvan Bowling Club

Data Protection Policy

1. Introduction Girvan Bowling Club (the "Club") is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, store, share, and protect personal information in compliance with applicable data protection laws.

2. Scope This policy applies to all members, employees, volunteers, and third parties who interact with the Club.

3. Data Collection We collect personal data for the following purposes:

- Membership registration and management
- Event organisation and communication
- Financial transactions and record-keeping
- Compliance with legal obligations

4. Types of Data Collected The types of personal data we may collect include:

- Name, address, and contact details
- Date of birth
- Membership status and history
- Payment information
- Attendance records

5. Data Usage Personal data will be used solely for the purposes outlined above. We will not share personal data with third parties without explicit consent, except where required by law.

6. Data Sharing We may share personal data with third parties under the following circumstances:

- With service providers who assist in Club operations (e.g., IT support, payment processing)
- With regulatory authorities or law enforcement agencies when required by law
- With other members of the Club for the purpose of organising events and activities, with prior consent

All third parties with whom we share personal data are required to comply with data protection laws and to ensure the security and confidentiality of the data.

7. Data Security Measures We implement robust technical and organisational measures to ensure the security of personal data. These measures include:

- **Encryption:** Personal data is encrypted both in transit and at rest to protect it from unauthorised access.



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- **Access Controls:** Strict access controls are in place to ensure that only authorised personnel can access personal data.
- **Authentication:** Multi-factor authentication is used to verify the identity of individuals accessing sensitive data.
- **Regular Audits:** Security audits are conducted regularly to identify and address potential vulnerabilities.
- **Training:** Staff and volunteers receive regular training on data protection and security best practices.
- **Incident Response:** A comprehensive incident response plan is in place to address data breaches and security incidents promptly.

8. Data Retention Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law.

9. Rights of Data Subjects Individuals have the following rights regarding their personal data:

- Access to their data
- Correction of inaccurate data
- Deletion of data (subject to legal requirements)
- Restriction of data processing
- Objection to data processing

10. Data Breach Procedures In the event of a data breach, the Club will promptly investigate and take appropriate action to mitigate the impact. Affected individuals will be notified as required by law.

11. Contact Information For any questions or concerns regarding this policy or the handling of personal data, please contact: Ronnie MacLeod IT Administrator for Girvan Bowling Club.

12. Review and Updates This policy will be reviewed annually and updated as necessary to ensure compliance with data protection laws.

R MacLeod

IT/Data Protection Officer