

YEOVIL BOWLS & SQUASH CLUB DATA PROTECTION PROCEDURE

PRIVACY NOTICE

Introduction

This notice sets out how we collect, process and hold your personal data if you visit our website or join our Club and provide personal data to us. We are the controller of your personal data. This notice affects your legal rights and obligations so please read it carefully, and if you have any questions please contact us at www.ybsc.info.

Personal Data we Collect

We collect, process, store and use personal data including your name, address, vehicle registration, telephone number and email address. You agree that you have notified any other person (e.g. spouse, partner) whose personal data you provide to us of this privacy notice and, where necessary, obtained their consent so that we can lawfully process their personal data in accordance with this notice. All personal data that you provide to us must be true, complete and accurate. If you provide us with inaccurate or false data, and we suspect identity fraud we will record this. You do not need to provide us with any personal data to view our website. When you contact us by email or post, we may keep a record of the correspondence and we may also record any telephone call we may have with you.

Legal Processing of your Personal Data

We may also use your personal data for our legitimate interests, including dealing with any customer services you require, enforcing the terms of any other agreement between us, for regulatory and legal purposes (for example anti money laundering), for audit purposes and to contact you about changes to this notice.

Who do we Share Your Data With?

We may share your personal data with any service providers, sub contractors and agents we may appoint to perform functions on our behalf and in accordance with our instructions, including email communication providers, IT service providers,

accountants, auditors and lawyers. Under certain circumstances we may have to disclose your personal data under applicable laws and/or regulations, for example, as part of anti-money laundering processes or protect a third party's rights, property or safety.

Where we Hold and Process your Personal Data

Some or all of your personal data may be stored or transferred outside of the European Union for any reason, including for example, if our email server is located in a country outside the EU or if any of our service providers or their service providers are based outside of the EU. We shall only transfer your data to organisations that have provided adequate safeguards in respect of your personal data.

Security

We shall process your personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. All information you provide to us is stored however, you acknowledge that no system can be completely secure, therefore although we take these steps to secure your personal data, we do not promise that your personal data will always remain completely secure.

Your Rights

You have the right to obtain from us a copy of the personal data we hold for you, and to require us to correct errors in the personal data if it is inaccurate or incomplete. You also have the right at any time to require that we delete your personal data. To exercise these rights, or any other rights you may hold under applicable laws, please contact us at www.ybsc.info. If you have any complaints in relation to this notice or otherwise in relation to our processing of your personal data, you can contact the UK supervisory authority: The Information Commissioner, see www.ico.org.uk.

Retention

If you become a club member we shall retain your personal data only until your membership ceases.

General

If any provision of this notice is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be construed, as nearly as possible, to reflect the intentions of the parties and all other provisions shall remain in full force and effect. This notice shall be governed by and construed with the law of England and Wales, and you agree to submit to the exclusive jurisdiction of the English courts. We may change the terms of this notice from time to time. You are responsible for regularly reviewing this notice so that you are aware of any changes to it.