



SUSSEX COUNTY BOWLS - MEN'S SECTION

Member of Bowls England and affiliated to the Home Counties Bowling Association

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To All Club Email Contacts - **PLEASE ENSURE THIS DOCUMENT IS DISCUSSED AT YOUR CLUB**

GENERAL DATA PROTECTION REGULATIONS (GDPR)

As all clubs should by now be fully aware - and as notified in previous correspondence on this matter - the revised Regulations concerning Data Protection become effective on 25 May, 2018 and this County – and all clubs MUST TAKE ACTION - to ensure that they will comply with the requirements of the new Regulations.

I have previously issued as much information as was available to me at the time and I have continued to seek information - in plain English that the average person has a chance of understanding - as to exactly how this affect the clubs and the County and what we all need to do. On Wednesday, the President, Chairman and I as Secretary, attended a Bowls England Regional Meeting in London, along with this County's Women's Section Secretary and Treasurer and also representatives from seven other Counties.

One of the major topics on the agenda was GDPR and I am pleased to be able to report that I believe that I now have a far better understanding of what information - Clubs and the County – can legitimately hold.

I detail below - in language that I hope all can understand - what I have learnt - and what my understanding is - that the clubs and the County are required to do. I am reprinting certain information as given in the presentation by Bowls England and some information clarified by the one of the Bowls England Directors who is a Solicitor. It must be stressed that certain matters will evolve over time - particularly the matter or 'relevance' - **which is of course open to different interpretation by different people.**

IT IS VITAL THIS DOCUMENT IS DISCUSSED AND CONSIDERED AT YOUR CLUB AND RELEVANT ACTION TAKEN.

Thank You.

Yours in Sport

Rod McBeth

Rod McBeth

Sussex County Bowls – Administrator 2018
Hon. Secretary - Sussex County Bowls - Men's Section

31st March, 2018

IMPACT OF GDPR ON BOWLS - in General

1. All organisations must work within the remit of the GDPR;
2. Many of its points already apply under current data protection Regulations;
3. Clubs, County Associations can take a number of proactive steps to ensure that they comply with it;
4. The GDPR states that data can be held, **without the need for consent**, if it is:
Adequate/relevant/Non-excessive
5. **As long as a club, or County Association, reasonably considers the storage of Personal Data (such as a telephone number, email address or home address) to be relevant and non-excessive, they can continue to hold it.**

I will comment more on this later.

‘PROCESSING’ v ‘STORAGE’

1. **‘Processing’** of personal data covers the collection, usage and disposal of data. Whenever data is active it is being **‘processed’**.
2. **‘Storage’** of Personal Data simply covers the way in which it is held on file. Whenever data is inactive, it is being **‘stored’**.
3. The two will always be closely interlinked because, in order to be **‘stored’** data will first need to be **‘processed’**.
4. The same core principles apply to both **storage** and **processing**. Whenever data is relevant and non excessive, we can **process** and **store** it, without any issue arising.
5. Whenever data is/becomes irrelevant we should no longer **store** it - and the only **‘processing’** of that data – **should be its deletion.**

LEGITIMATE INTEREST

1. Legitimate interest is the most flexible lawful basis for processing, but you cannot always assume it to be the most appropriate.
2. It is likely to be the most appropriate when you use people’s data in ways they would reasonably expect and which have a minimal privacy impact, or where there is a compelling justification for the processing.
3. If you choose to rely on legitimate interests, you are taking on extra responsibility for considering and protecting people’s rights and interests.

ACTION PLAN FOR CLUBS AND COUNTIES ASSOCIATIONS – 1

DO organise an audit of information currently held;

Where did it come from?;

How is it stored - electronically/paper based?;

Who do you share it with?;

How often do you review it?

DO hold information that is relevant – **DO NOT** hold any other information.

DO ask member for their consent annually as part of their membership renewal process.

DO blind copy (Bcc) members who are receiving circular emails.

ACTION PLAN FOR CLUBS AND COUNTIES ASSOCIATIONS – 2

DO NOT send any correspondence to members that is not related to the Sport of Bowls or to their membership of the club – without their informed consent.

DO NOT share your members information with third parties without their informed consent.

DO ensure that departing members are promptly removed from ALL databases.

DO ensure that parents or official Guardians accept receipt of information on behalf of children (aged Under 18). *In accordance with Bowls England’s Safeguarding Policy.*

SUMMARY OF 'GOOD' PRACTICE

1. Holding a member's current home address if the club has a genuine reason to do so (for example sending membership documents by post);
2. Sending club-related correspondence to a member's email address;
3. Holding a member's car registration number if the club has a car park;
4. Holding information relating to a member's health if it could become directly relevant (such as diabetes or epilepsy)

SUMMARY OF 'BAD' PRACTICE

1. Holding a members current home address if the club has no reason to do so;
2. Sending club-related correspondence to a – **former** - member's email address;
3. Sending 'junk' mail and/or email to members that **does not relate to bowls** or to their club membership;
4. Holding a member's car registration number if the club **does not have** a car park;
5. Holding information relating to a member's health if it could not reasonably be expected to become relevant.

Comments from County Secretary – personal observations.

We have now finally obtained from Bowls England what they consider to be the 'reasonable' interpretation of these Regulations although I must stress that as with any new Regulations there are likely to be challenges to interpretation of the Regulations – especially those concerning 'relevance' which is on objective view.

Clubs - For a club to operate I believe that they legitimately need to be in possession of certain information concerning their member which will surely be considered 'relevant and non-excessive'. Name, address, email and telephone number are all information that one might consider to be in this category. **A club must be able to contact it's members.**

Other information concerning such items as car registration - if parking is a significant problem at the club – may also be a 'relevant and non-excessive' requirements by the club. Medical matters (Diabetes, epilepsy, etc.), which a club may well need to know to assist the member if an incident occurs at the bowling green, I would suggest, would be a matter where consent would need to be sought from the member.

Data on members must be maintained securely and disposed of properly – I use shredding – and when a member ceases to be a member **ALL** data on that member should be deleted. I must confess when an officer at a club changed I used to maintain the old contact as a fall back – I can no longer do that - and I now delete data once a person is no longer one of your Officers. Like everyone I sometimes get it wrong - but that is the principle and if someone requests me to remove their name I am obliged to take the necessary action - as you are!

Please note that the - **Action Plan for Clubs and County Associations** - 1 – refers to NOT sharing data with a 'third party'. The County Association and Bowls England (Governing bodies) are **NOT** third parties - but are part of the same organisation in this aspect - **so data can be shared by clubs with the Governing Bodies.**

It was considered that the publishing of club details and member contacts etc. in a Bowls England, County or Club Handbook or members list is acceptable as the distribution is limited. This could become a problem where a bowling club does not have its own premises and lists of details, were on 'public' display.

It was suggested that clubs should include on their Annual Membership Form a note to members to indicate that by completing the form they consent to their details being held by the club and used for legitimate reasons.

County - I have already reviewed the 'personal data' that I hold on behalf of the County and recently discussed this at a GPC Meeting and will report at the Executive Meeting. Currently on the Annual Affiliation Form F1 we ask for Name, Address, Tel No and Email for various Officers. I am of the opinion that I still require name, Tel No and Email for two people (as contacts for all correspondence to the club) but I can see no reason why I need to hold address details for any club Officer – other than

the Club Secretary as all correspondence is by email. However, Bowls England currently still requires an address of the Club Secretary so I do still need the address for that one Officer.

With regard to addresses and telephone numbers of members of a club - we last year discontinued the requirement to submit addresses and the requirement to hold telephone numbers of club members is open for consideration. If I am able to obtain from a Club Secretary on occasions when I need to speak to a player (rarely) then I do not need to hold players Telephone numbers.

With regard to players entering Competitions and/or indicating a desire to play for the County at any level it is essential that we are in possession of email and Telephone No. **and it will be a condition of acceptance to these events** that a player consents to his contact information being made available and used for legitimate reasons. **Forms next year will be amended to signify this.**

With regard to the County website – all addresses will be removed as we do not have a ‘private members area’. In discussion at the BE Meeting it was considered that the display of other contact information was acceptable but that if any member specifically asked that his/her information be removed we would be required to do so. It may result in a list of contacts being issued of Club Secretaries instead of being on the website and we will just have to see what happens.

This will be an item for discussion at the Executive Meeting.

I hope this may be of assistance.