

# **THE COUNTY ARTS CLUB**

## **Privacy Policy**

### **in accordance with the General Data Protection Regulation**

This Policy addresses all aspects of members' and visitors' privacy which may arise through their association with The County Arts Club. This includes personal data used for membership and communication purposes, members use of the club website, access to the club facilities and the club's use of Closed-Circuit Television.

In no circumstances will the club pass on personal data to any third party, other than the instances specified in the Personal Data section below.

#### **Personal Data**

Personal data is defined as any piece of personal information that can be used to identify an individual, either directly or indirectly.

The Club collects the following personal data for each member:

- Full name
- Telephone numbers
- E-mail address
- Home address including post-code

This data is collected from Club Application and Renewal Forms and from Club League and Competition Forms and where appropriate, the club's "Accident Book".

It is stored securely either as a digital record on our membership database, or in paper form.

Bowls England requires that clubs pass on certain personal data for their administrative purposes. The County Arts Club will only pass on members' names with no additional identifier.

If a member or visitor has need for medical assistance, then the club may pass on personal data to the relevant medical authority, such as ambulance crew or hospital staff.

You have the right to request a copy of the personal data held by the Club and the right to the correction or removal of such data from the membership database. You can ask about the data we hold about you by telephoning or writing to the Club Secretary.

Personal Data is stored only for current members and non-renewing members' data will be removed from the database 3 months after the renewal cut-off date.

## **Newsletter**

The club publishes regular email newsletters. Members are required to opt in to the mailing list for this facility by responding to an email consent form.

This service is provided by “Mailchimp” who process, manage and store the email contacts list. Mailchimp has its own privacy policy. Subscribers can unsubscribe at any time by using a link within the newsletter.

## **Website**

We do not store any information about individuals who access our web-site ([www.countyarts.co.uk](http://www.countyarts.co.uk)) except

- where contact is made using the “contact us” facility on the website
- where contact is made via email

in which case the personal information given will be used exclusively for responding to that person.

We do not pass any personal details to third parties.

Links within our site to other websites are not covered by this statement and visitors should consult the other websites' policies.

## **Photographs**

We may take photographs and/or video recordings of you attending club events, which we may wish to use on our website, in our newsletters or for advertising purposes. Unless you advise us otherwise, you expressly agree and consent to the use of these images, without compensation. We will not use the images taken, or any other information you provide, for any other purpose. We will not include personal data that will identify you i.e. first name and surname, without good reason. For example, we may include the full name of a competition prize winner if we have that person's consent.

**You have the right to removal of personal data and/or photographs from the website.**

## **The Physical Access (Swipe Card) System**

This is in operation solely to allow members access to the club premises when the main doors are locked.

Each member's card has a personal identifier which is only used to validate the card as being held by a current bona fide member. In the event of cessation of membership, the personal identifier is removed from the system and the card is invalidated and will not work.

### **Closed-Circuit Television (CCTV)**

The use of CCTV around the clubhouse and car park has been considered and is required for the security of members, visitors and employees and for the prevention and detection of crime and to assist in the identification of visitors at the main door. The CCTV will not be used for any other purposes and its use will be reviewed periodically.

Recorded images are securely stored and only the Club Secretary has access to them. They are only retained long enough for any incident to be investigated. Apart from law enforcement bodies in the instance of crime, or insurance companies in the instance of damage to property, images will not be provided to third parties.

The potential impact upon individual's privacy has been identified and considered in the design and use of the CCTV system.

The person responsible for the operation of the system, i.e. the Club Secretary, will accept and act upon requests people may make for copies of their own stored image, (if still stored on the system), in a timely manner.

Regular checks will be made to ensure that the system is working properly and that it continues to produce images of an adequate quality.

**This Privacy Policy will be reviewed periodically by the County Arts Club Management Committee.**

**July 2018**