



# North Yorkshire Short Mat Bowling Association

---

## **Personal data privacy statement (v2)**

**August 2018**

### **Who we are**

When we talk about the NYSMBA, the Association, “us” or “we”, we are talking about the North Yorkshire Short Mat Bowling Association’s elected management committee. We collect, store and process certain personal information regarding you that is required in running our affairs.

### **What information do we collect**

Data collection is limited to the following.

- (a) Your name, gender and the club name you belong to
- (b) Age range data
- (c) Contact data (your postal address, email address and telephone number(s)).
- (d) Sensitive data (e.g. doctor contact and medical information)

### **How do we collect it**

- (a) and (b) above are collected directly from your club Secretary as part of the annual member registration process. Age range data is summarised before we collect it.
- (c) is collected directly from your club or league Secretary but only for those with a key position or responsibility (such as Secretary or team Captain). This data may also be collected directly from yourself if you enter a NYSMBA competition or play for a NYSMBA team.
- (d) Sensitive data is only collected for junior or vulnerable adult members and is provided by the parent/guardian on a “parental consent form” at the time of registration. This is to conform to our safeguarding policy.

### **Why do we collect it**

Name - is required so that it can be verified that you are a bona fide paid-up registered player and therefore comply with rules that prevent registered and non-registered players competing against each other.

Gender, club name and age range data are all required for statistical analysis of county/national membership..

Postal/email addresses and telephone numbers – are required so that contact is facilitated across leagues and teams if your position requires it.

## **How we store that information**

Names, gender club name and age range data of all members is held on a personal computer as part of a county membership database which includes a unique membership number allocated by us to each individual.

Contact information is held by committee members on their personal computers to assist them in the pursuance of their duties. It is also held in lists for publication in the Associations annual Handbook by the Secretary and/or on our website by the Webmaster.

## **Who we share it with**

We currently share information as follows.

- All members names, gender and club name plus contact details (for primary club contacts only) are shared with the English Short Mat Bowling Association (ESMBA) as part of the annual national registration process. Age range data is also shared but only at summary level for each club.
- The contact details for members in key positions are shared indirectly with other members via publication in our Association's annual Handbook and/or via our website ([www.nysmba.com](http://www.nysmba.com)).
- Names only are also supplied to the Northern England Short Mat Bowling Association (NESMBA) to enable their officers to fulfil their duties in checking player eligibility.

## **How long we keep it for**

We keep all personal data safe and only hold it for as long as necessary. When we conclude that personal data is no longer required it is deleted.

## **Members rights**

The Association has concluded that the data it collects is minimal and is confined to that necessary to fulfil its functions. Without this data we would not be able to provide you with member benefits and our function as an Association would be impaired. We have concluded that we therefore have a legitimate interest in collecting, holding and sharing this data as declared in this Privacy Statement and therefore we do not seek your individual consent to collect the data we require.

This Privacy Statement satisfies your right to know what data is held about you.

## **Who to contact regarding your personal data**

Any queries regarding the way we handle your data should be made to the Association Secretary by email or telephone. The current secretary's contact details can be found by going to the NYSMBA Website, clicking on **About Us** and selecting **Our Committee** from the drop-down menu.