



ENGLISH SHORT MAT BOWLING ASSOCIATION

This statement was issued in August 2018 in compliance with the requirements of EU General Data Protection Regulation.

Personal data privacy statement

Who we are

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

What information do we collect

Data collection is limited to the following.

- (a) Member name, gender and the club name
- (b) Age range data
- (c) Contact data (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 Registration Secretary as part of the annual member registration process. Age range data is summarised by club before we collect it.
- (c) is collected directly from your Registration Secretary or Secretary but only for those with a key position or responsibility (such as club/county Secretary or county team Captain). This data may also be collected directly from individual members if they enter an ESMBA competition or play for a ESMBA team.
- (d) Sensitive data is only collected for junior or vulnerable adult members where this is provided by the parent/guardian/Partner 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 between individuals where their 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 national membership database which includes a unique membership number allocated by each county 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 by the Webmaster on our website (e.g. for Umpires, Coaches and Secretaries)

Who we share it with

We currently share information as follows.

- All members names, gender and club name are shared with our insurers (Sutton Winson). This is to enable them to validate entitlement in the event of a claim under the Personal Accident scheme. .
- The contact details for members in key positions are shared indirectly with other members via publication on our website (www.esmba.co.uk).

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 relevant 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 our members with 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 the data as declared in this Privacy Statement and therefore we do not seek member's individual consent to collect the data we require.

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

Who to contact regarding your personal data

Any queries regarding the way we handle your data should be made in writing to the management committee at:

ESMBA General Secretary
Rachel Cordy
24 Burrow Road
Chigwell
IG7 4HQ
rachelcordy@esmba.co.uk

August 2018