



ESMBA Privacy Notice

Who we are

The English Short Mat Bowling Association (ESMBA) is the National Governing Body for Short Mat Bowls in England. The ESMBA is the **Data Controller** for the personal information it collects and processes in connection with membership, competitions and the administration of the sport.

We are committed to protecting your personal information and handling it fairly, lawfully and transparently in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

What information we collect

Depending on your involvement with the Association, we may collect and process the following information:

- Name
- Membership number
- Club and County affiliation
- Sex at Birth (where relevant for competitions and statistics)
- Date of birth
- Postal address
- Email address
- Telephone number(s)
- Competition entries and results
- Coaching, officiating or volunteer qualifications
- Information relating to safeguarding or welfare where necessary
- Medical information required to keep members safe
- Emergency contact information where voluntarily provided and required to support participation or safeguarding.

Where medical or safeguarding information is collected, this is treated as **special category personal data** and is processed only where there is a lawful basis to do so.

How we collect your information

We collect personal information:

- from your Club or County during the annual membership registration process;
 - directly from you when entering competitions, applying for courses, volunteering or representing England;
 - from parents or guardians where the member is under 18;
 - Via the website through the Contact form, and including information regarding website visits to analyse visitor trends.
 - where necessary from safeguarding agencies or statutory authorities when dealing with safeguarding matters.
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Why we use your information

We use your personal information to:

- administer membership and registrations;
 - organise competitions and events;
 - verify eligibility to participate;
 - communicate with members, clubs and counties;
 - administer coaching, officiating and volunteer programmes;
 - manage England teams and representative events;
 - fulfil our safeguarding responsibilities;
 - comply with legal, regulatory and insurance requirements;
 - produce anonymous statistical reports to help develop the sport.
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Lawful basis for processing

We process personal information under one or more of the following lawful bases:

- **Legitimate Interests** – to administer the sport and operate the Association effectively.
- **Contract** – where processing is necessary to provide membership or competition services.
- **Legal Obligation** – where we are required to comply with the law.
- **Vital Interests** – where necessary to protect someone's life or wellbeing in an emergency.
- **Substantial Public Interest** – where safeguarding or child and adult protection responsibilities apply.

We do not normally rely on consent for the routine administration of membership.

Who we share your information with

We only share personal information where it is necessary and appropriate. This may include:

- affiliated Counties and Clubs;
- competition organisers;
- insurers where required to administer insurance cover or claims;
- safeguarding organisations and statutory agencies where required to protect children or adults at risk or where legally required;
- service providers who process information on our behalf under appropriate data protection agreements.

Contact details of officers, coaches, officials and other volunteers may be published on the ESMBA website or within official publications where this forms part of their role and supports the administration of the sport.

We do not sell members' personal information.

How we store and protect your information

Personal information is stored securely using appropriate technical and organisational measures designed to protect it against unauthorised access, loss, misuse or disclosure.

Access is limited to those who require the information in order to carry out their duties on behalf of the Association.

How long we keep your information

We retain personal information only for as long as it is necessary for the purposes for which it was collected, or to meet legal, safeguarding, financial or insurance requirements.

When information is no longer required, it is securely deleted or destroyed.

Your rights

Under UK data protection law you have the right to:

- be informed about how your information is used;
 - request access to your personal information;
 - request correction of inaccurate information;
 - request erasure of personal information where appropriate;
 - request restriction of processing in certain circumstances;
 - object to processing based on legitimate interests;
 - request portability of data where applicable;
 - lodge a complaint with the Information Commissioner's Office (ICO).
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Contact us

If you have any questions about this Privacy Notice or how your personal information is handled, please contact us by email at: admin@esmba.co.uk

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO) via www.ico.org.uk.

Approved by ESMBA committee on 8th August 2026