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The British Crown Green Bowling Association

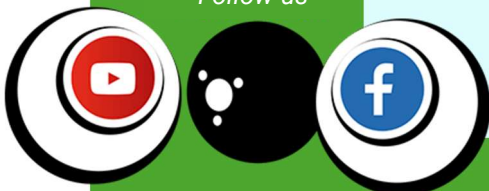
Founded in 1907



Privacy & Data Protection Policy



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Privacy & Data Protection Policy

Introduction

The British Crown Green Bowling Association (BCGBA) is the national governing body for Crown Green Bowling in England and Wales. For the purposes of data protection law, BCGBA is the Data Controller responsible for your personal data..

Contact Details

Organisation: British Crown Green Bowling Association (BCGBA)

Address: SHOP 1 @ 83 High Street, Kinver, Stourbridge, DY7 6HD

Email: dan.newton@bcgba.org.uk

Data Protection Lead: Dan Newton

Purpose

This Privacy & Data Protection Policy is to show that the BCGBA is committed to protecting your personal data and respecting your privacy. We process personal data in accordance with:

- UK GDPR
- Data Protection Act 2018
- Guidance issued by the Information Commissioner's Office (ICO)

Our Responsibilities

We process personal data in accordance with the data protection principles set out in the UK GDPR. These require personal data to be:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes
- Adequate, relevant and limited to what is necessary (data minimisation)
- Accurate and kept up to date, with inaccurate data corrected or deleted without delay
- Kept for no longer than necessary for the purposes for which it is processed (storage limitation)
- Processed securely using appropriate technical and organisational measures (integrity and confidentiality)

We are also responsible for, and able to demonstrate, compliance with these principles (accountability).

What Personal Data We Collect

Depending on your relationship with us (member, player, coach, volunteer, official, competition entrant, website user), we may collect:

Identity Data

- Full name
- Date of birth
- Gender
- Disability
- Ethnic Origin
- Membership numbers

- Photographs (for registrations and competitions)

Contact Data

- Postal address
- Email address
- Telephone numbers

Membership & Sporting Data

- Club affiliation
- Competition entries and results
- Rankings and performance records
- Coaching qualifications
- Referee/official certifications

Technical Data

- IP address
- Website usage data
- Login credentials for member portals

Financial Data

- Membership fees paid
- Competition entry fees
- Bank details (where required for payments/refunds)

Safeguarding Data (where applicable)

- DBS status
- Safeguarding training records
- Incident and disciplinary records

How We Collect Your Data

We collect data when you:

- Register as a member via clubs or county associations
- Enter competitions
- Apply for courses or qualifications
- Volunteer with BCGBA
- Contact us directly
- Use our website or digital systems

Legal Bases for Processing

We process personal data under the lawful bases defined in the UK GDPR:

Contractual Necessity

To administer membership, competitions, rankings, and governance.

Legal Obligation

To comply with safeguarding laws, financial regulations, and governance requirements.

Legitimate Interests

To promote and develop Crown Green Bowling, maintain records, communicate with members, and ensure the sport's integrity.

Consent

Where required, including:

- Marketing communications
- Photography and media usage
- Optional surveys

You may withdraw consent at any time.

Legal Obligation

We process safeguarding information because we have a legal duty to protect children and adults at risk. Where this involves sensitive personal data, we rely on the substantial public interest condition under UK data protection law.

How We Use Your Information

We use personal data to:

- Administer memberships and affiliations
- Administer reasonable adjustments
- Organise competitions and tournaments
- Maintain rankings and results databases
- Deliver coaching and officiating programmes
- Ensure safeguarding and welfare compliance
- Communicate news, updates, and governance matters
- Manage disciplinary processes
- Promote the sport responsibly
- Maintain financial and accounting records

We do not carry out solely automated decision-making, including profiling, as described in Article 22 of the GDPR. We ensure that any decision that affects your rights or results in a significant impact involves review and authorisation by our staff.

Sharing Your Data

We may share data with:

- Affiliated clubs and county associations
- Competition organisers
- Selected service providers (IT systems, payment processors)
- Publishing companies
- Providers of membership/partnership benefits
- Marketing, Automation and Email Platform
- Safeguarding authorities where legally required
- Law enforcement or regulatory bodies where required by law

Recruitment – When applying for vacancies with BCGBA, as part of the internal recruitment process we will share information relevant to your application, including your name, current role, CV and other data you may have given us, with the internal hiring managers. We will use this data for the purpose of recruitment only. In support of applications. All data collected will be managed in accordance with this privacy notice and BCGBA's data retention schedule. By submitting an application for a vacancy with BCGBA you are agreeing for your data to be shared in this way.

All third parties are required to respect the security of your personal data.

We do **not** sell personal data.

International Transfers

BCGBA does not normally transfer personal data outside the UK.

If this becomes necessary, we ensure safeguards approved under the UK GDPR are in place.

Data Security

We implement appropriate technical and organisational measures to protect personal data, including:

- Secure databases
- Access controls
- Encryption where appropriate
- Role-based access permissions
- Secure document storage
- Data breach response procedures

Data Retention

We retain personal data only for as long as necessary:

Data Type	Retention Period
Membership records	Duration of membership + 10 years
Competition records	Permanently (historical archive)
Financial records	6 years (legal requirements) from end of fiscal year) from last action
Safeguarding records	In line with safeguarding law and guidance
Disciplinary records	6 years from end of last transaction

Your Rights Under the Data Protection Law

Under the Data Protection Laws, you have rights including:

- **Your right of access** – You have the right to ask us for copies of your personal information.
- **Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** – You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- **Your right to lodge a complaint** with the [Information Commissioner's Office](#)

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To exercise rights, contact: dan.newton@bcgba.org.uk

Cookies & Website Data

Our website may use cookies to:

- Maintain website functionality
- Analyse visitor behaviour
- Improve user experience

Users can control cookies via browser settings / website cookie control, allowing the user to enable or disable which cookies to drop.

Enabling cookies allows us to capture how you use and interact with our website through Google Analytics metrics which help improve and market our products/services. Website usage data is captured using first and third-party cookies and other tracking technologies to determine the popularity of products/services and online activity. Additionally, we use this information for site optimisation, fraud/security purposes, and advertising.

Privacy policies of other websites

In support of its services to the public, BCGBA provides links to other websites within our website content. BCGBA's privacy notice applies only to the BCGBA website. Our website may contain links to other websites which are outside our control and are not covered by this privacy notice. If you access other websites using the links provided, the operators of these websites may collect information from you which will be used by them in accordance with their own privacy policies, which may differ from ours. Therefore, if you use these links to leave our website and visit websites operated by third parties, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting those websites. Please check these policies before you submit any personal data to these websites.

Photography & Media

BCGBA may use photographs and video recordings for:

- Event promotion
- Historical archives
- Media coverage
- Social media and website content

Where individuals are identifiable, consent will be obtained where required.

Safeguarding & Children's Data

We take safeguarding seriously. Where juniors or vulnerable individuals are involved:

- Parental/guardian consent is required
- Data is processed with enhanced protections
- Only authorised personnel may access safeguarding data

Data Breach

Any suspected data breach will be:

- Investigated promptly
- Risk-assessed

- Reported to the [Information Commissioner's Office](#) within 72 hours where legally required
- Communicated to affected individuals where necessary

Policy Updates

We may update this policy periodically. The latest version will always be available via official BCGBA communication channels.

Data Protection Lead

British Crown Green Bowling Association

Email: dan.newton@bcgba.org.uk

Address: SHOP 1 @ 83 High Street, Kinver, Stourbridge, DY7 6HD

Review

The Privacy & Data Protection Policy will be reviewed in June 2027 unless a change in policy, governance or other circumstance requires a review prior to this date.

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