

# The Sun Bowls Club Privacy Policy

## Introduction

The Sun Bowls Club ("SBC") is committed to protecting your personal information and complying with the **Data Protection (Jersey) Law 2018 (the Law)**.

This Privacy Policy explains how we collect, use, store, and share your personal data, and your rights regarding that information.

By providing your personal information to SBC, you consent to its processing in accordance with this policy. We will always handle your data fairly, securely, and in line with your instructions.

## What Information We Collect

To manage your membership and club activities, we collect:

- Full name and title
- Postal address
- Telephone and/or mobile numbers
- Email address
- Date of birth
- Competition and event participation details

## Lawful Basis for Processing

We process your personal data based on:

- **Consent:** You will be asked to provide consent when joining or renewing membership.
- **Legitimate Interests:** For club administration and communication related to fixtures, events, and competitions.

You may refuse consent for specific uses without affecting your membership.

## How We Use Your Information

Your data will be used for:

- Maintaining our membership database
- Communicating membership information, fixtures, and events
- Sharing relevant details with affiliated bowls clubs and Bowls Jersey
- Producing the annual Members' Handbook
- Publishing competition results (with consent)

We will never sell your data or share it for marketing purposes.

## Data Sharing

Your information may be shared with:

- SBC Committee Members (for administration)
- Other SBC members (for match organization)
- Affiliated clubs and Bowls Jersey (for fixtures and governance)
- Media (competition results only, with consent)

## Retention Policy

- While you are a member: Data is stored securely in encrypted electronic form and/or paper form.
- After membership ends: Data will be retained for **3 months**, then securely deleted or shredded.
- Social Membership: You may opt-in to keep your details for club news and events only.

## Photography

We may take photographs at matches or events for use on our website or in promotional materials.

- You can **opt out** by notifying the Secretary in writing.
- We will not publish full names with images unless necessary (e.g., prize winners) and with consent.

## Your Rights

Under the Law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Data portability (receive your data in a structured format)
- Withdraw consent at any time

To exercise these rights, contact the Data Protection Controller by email or letter. Requests will be processed within **one month**.

## Security

We take all reasonable steps to protect your data from unauthorized access, loss, or misuse. While we cannot guarantee internet security, we strive to maintain the integrity and confidentiality of your information.

You have the right to complain to the Office of Information Commissioner if you are concerned about the use of your personal information.

## Data Breach Procedure

In the event of a data breach, SBC will:

- Notify affected members promptly
- Report to the relevant authority within **72 hours**, as required by law

## Policy Updates

This Privacy Policy may be updated periodically. Members will be informed of significant changes, and the latest version will always be available on our website.

## Contact

For questions or to exercise your rights, contact:

**Kevin Andrieux, The Data Protection Controller, The Sun Bowls Club**

**Address:** 3 Richmond Apartments, Route DE St Aubin, St Lawrence, Jersey JE3 1LN

**Email:** sunbowlsclub@gmail.com