

Irish Indoor Bowling Association

Cork Zone

Cherrylane
Carrigeen
Conna
Co Cork

23rd August 2018

Dear Secretary.

At our AGM in May Hazel Foley said she would get advice on the GDPR (General Data Protection Regulation) and the requirements for secretaries at club level.

You as secretary, or if you have appointed a Data Protection Officer must have written permission from all club members to hold information such as name, address, telephone number and or email address, and allow you to share this amongst other club members.

I attach a draft letter that you might find useful for this requirement.

You may wish to create your own document, or get advice from the GDPR website, however I do wish to inform you that you must comply with this new process.

This document is for Club purpose and must not be returned to me or to the Zone Convener. It is a completely separate document to the letter being sent by Hazel Foley requesting permission for Names to be held at Zone level.

You are required to have the document completed and kept in club files for the coming season. Please note the Zone Committee do not take any responsibility for any club that does not participate in this process. It is important to note that the responsibility to comply with GDPR regulations is solely at club level.

If you require any further information on this, please do not hesitate to contact me or Hazel Foley to discuss any queries you may have.

Regards

Noeleen Tanner

GENERAL DATA PROTECTION REGULATION (2018)

Use of Personal Data

_____ Bowls Club requires information from you to recognise you as a club member and to be in a position to contact you on club matters. If you agree to the club having this personal data about you the club agrees that this data...

- **Will be Controlled by the Club Secretary / Data Protection Officer**
- **Will only be kept while the individual is a paid up member of the club**
- **Will not be shared by any person outside the club**
- **This is to enable contact to be made with the club member regarding matches, meetings, club events or the like.**

This information will now be held centrally by the club Secretary or Data Protection Officer, however for the purpose of operating and running the club, it will be necessary that certain individuals have access to the club member's phone numbers, e.g. the Club Captain and the League / Competition secretary and or other approved members. Each club member must give written approval to the club that their personal data may be used for the purpose outlined above.

You may decide to provide some, all or none of the personal information requested.

PERSONAL DATA CONSENT FORM

I hereby agree that the information I have provided below maybe held by _____ Bowls Club and controlled by the clubs Secretary / Data Protection officer.

I further agree that I may be contacted by the elected officers of _____ Bowls Club using the information I have provided including contact as part of the Bowls Club mobile phone, text, emailing or social media group.

NAME _____

Address _____

Mobile No. _____

Home No. _____

Email _____