



Welwyn & District Bowls Club Privacy Notice - Visitors

This Privacy Notice explains our use of personal data for visitors to Welwyn & District Bowls Club (hereafter 'the Club').

Visitors Book

For health and safety reasons, all visitors are required to sign our visitors book and include their name and contact telephone number. We have a legal obligation and a legitimate interest in providing you and our members with a safe environment to enjoy bowls.

Attending Open Days

We collect the names and contact details (phone number, email) of those attending our Open Days or making enquiries about the Club. This is typically collected directly from you on Open Day Forms, emails, or telephone contact. We have a legitimate interest in collecting this information to engage with you about the sport of Bowls and Club membership.

Matches or Competitions

We collect the names and contact details (phone number, email) of match organisers or players who may play bowls at the Club. This information may be obtained from your club representatives or our affiliated league handbooks. Such information is used by our members solely for the purpose of organising games. When teams arrive to play, we may collect the names of the skips and players of each rink to record the scores. We have a legitimate interest in obtaining this information to arrange matches, competitions and notify the relevant leagues and affiliations of results.

CCTV

CCTV is in operation in public areas for the purpose of our legitimate interest in protecting the safety of our members, visitors, and property. Signage is in place to notify individuals of the CCTV in operation. Typically, recordings are held for no more than 30 days unless we need to retain and share the records with the police, for the prevention and detection of crime.

Photography and Videos

Images of non-members at matches/competition or Open Day events are sometimes obtained for the purpose of promoting bowls and the Club on our website. Will ask for your written consent to obtain and upload. You can withdraw your consent at any time.

Children

For those under the age of 18, only name and age of the child is requested by us. Parents/legal guardians contact details are collected and used in line with this Privacy Notice as applicable. We never disclose information about children without prior consent from parents and/or legal guardians.

Security

Information collected is held electronically and on paper. Access to computer files is password-protected and paper files are securely locked away when not in use. These and other appropriate security procedures are in place, together with the necessary instruction of our members, to safeguard and protect visitor's personal data. Information is only kept for as long as necessary and is securely destroyed when the information is no longer needed.

We will not share your information for the purposes of direct marketing.

Concerns

If you have questions or concerns with the way we are using your information, please contact our Data Protection Representative by email dataprivacy@welwynbowls.co.uk or write to The Data Protection Representative, Welwyn & District Bowls Club Ottaway Walk, Welwyn, AL6 9AS.

You have the right to complain to the Information Commissioner's Office (ICO), the UK's Data Protection Regulator. You can submit a complaint via <https://ico.org.uk/concerns> or call 0303 123 1113.

We may amend this Visitor Privacy Notice from time to time. It will be available in our lobby and on our website.