To: All Whitehall Members

**General Data Protection Regulation (GDPR)**

GDPR is the new Data Protection process which comes into effect on Friday 25 May 2018

In line with the above, it is the Club’s responsibility to notify Members of all personal data held, what this data is used for and with whom it is shared – this information is shown below. We will not share your personal information with anyone or any organisation other than those identified below.

The Club Secretary updates and maintains an Excel spreadsheet which is shared with the Membership Secretary and Treasurer and which contains the following information for each Member:

**Year Joined )**

**Surname )**

**First Name )** This information is used to compile the WhitehallMembershipBookannually

**Address )**

**Telephone Number )**

In addition to the above, the following information is held on the spreadsheet:

**E-mail Address** Used to communicate Club information to Members electronically

**Male/Female** Ordinary and Junior Members only – used to compile BowlsScotland and Bon-Accord Bowling Association capitation figures on an annual basis

**Age Range** Ordinary and Junior Members only – used to complete BowlsScotland surveys as required. Ranges are 8-11, 12-15, 16-24, 25-55, 56-65 and Over 66

**Date of Birth** Junior Members only – used to determine when a Junior will move to Ordinary Member status

**Action Required**

If you are content for the Club to hold the above personal data then **no action is required**

If you do not wish the Club to hold the above personal data then you can ask the Club to:

1. Provide a copy of your personal data and information on how the Club processes the data

2. Correct or complete any incorrect or incomplete personal data held by the Club

3. Delete all personal data held by the Club

4. Stop or limit the processing of your personal data and

5. Provide all personal data in a particular format for your re-use

The Club must then take the action required by the Member within one month of the receipt of the request

**Briefing Paper**

A copy of the “Briefing paper on the key changes under the GDPR for clubs” has been placed on the Club notice board if Members require further information

**GRACE A WHITLEY**

President/Secretary

18 May 2018