



# British Tenpin Bowling Association Member Privacy Notice – May 2018

## Introduction and what we need

The British Tenpin Bowling Association (the BTBA), will be a “controller” of the personal information that you provide to us on our online membership system (known as Azolve), unless otherwise stated.

The BTBA and your BTBA Local Association will use your personal data (including potentially sensitive data) for the purpose of your participation in tenpin bowling (such as relevant competitions), for regulatory reasons and to provide you information about important membership updates.

When you register as a member of the BTBA or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address (for children under 16 this is the email address of the parent), and date of birth
- equality information – disability (if any), ethnic group, religious belief, gender identity and your sexual orientation.

## Why we need your personal information - contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- provide you with core member services
- set up your online membership account and administer your account online
- send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

We will not send you general bowling related news and marketing information, including but not limited to information about tickets, special offers, opportunities, services and commercial information, unless you have opted to sign up for our Mailchimp newsletter.

## Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- promote and encourage participation in tenpin bowling by sending member only communication and booking information for upcoming competitions and events



- Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes. In junior events, reasonable adjustments will be made for those who do not wish to be filmed/photographed
- provide competition in tenpin bowling by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category, for example age group and gender
- monitor and develop participation in tenpin by monitoring members' engagement and participation through attendance and inviting our members to participate in surveys for researching and development purposes
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and child protection requirements
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to tenpin bowling. Your personal information will be used to investigate your complaint, to suspend membership and take disciplinary action where appropriate
- run the BTBA membership check which can be found at <https://btba.org.uk/membership/member-list/> to ensure that a member is eligible to compete at an event.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at [dp@btba.org.uk](mailto:dp@btba.org.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

## Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

## Why we need your personal information – equality monitoring requirements

We are required to use our members' personal information relating to a disability, ethnic group, religious belief, gender identity and sexual orientation for equality monitoring purposes required by UK Sport. We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.



**You are under no obligation to provide this personal information.**

## Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

We may be asked by our member clubs to collect and store personal information about their individual members. Where we do this, the clubs have a responsibility as “controllers” to provide their members with privacy notices and we will not use such personal information for any other purpose.

## Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with members of the British media, sponsors, UK Sport, Sport England, local authorities and other relevant sporting bodies for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive and the Disclosure and Barring Service for purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. In the event that we do share personal information with external third parties, we will only share such personal information as is strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

The BTBA employs Azolve to administer our membership database, as part of which Azolve contracts third party payment providers to process your payments of our behalf. Azolve and its payment providers process our members’ personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

The BTBA has contracted a training provider called Educare to provide volunteers with training courses. They hold basic personal details (name, email, date of birth) and processes learners’ personal information on our behalf as “processors” and are subject to conditions to only process that personal information under our instructions and protect it.

## How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in Europe, and is accessed by our staff and volunteers for the purposes set out above.

## How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.



We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of the BTBA and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against the BTBA.

## Consent

By submitting your personal information to us, you signify your consent to our using the information provided in the manner described above. If we amend our privacy policy, any changes will be published on this website. If at any time you wish to update the information which we hold about you, or if you wish to stop receiving information from the BTBA, please contact us.

## Your rights

You can exercise any of the following rights by writing to us at [dp@btba.org.uk](mailto:dp@btba.org.uk) or by logging on to your account at <http://btba.azolve.com/>

Your rights in relation to your personal information are:

- You have the right to access the personal information that we hold about you by making a 'subject access request' (SAR)
- If you believe any of the information is inaccurate or incomplete you have the right to request that we correct or complete it
- You have the right to request that we restrict the processing of your personal information for specific purposes
- If you wish us to delete your personal information at any time you may request that we do so.

This policy was updated on May 24<sup>th</sup> 2018 and is subject to revision.