

Monmouth Petanque Club

Privacy Policy

Monmouth Petanque Club (hereafter 'MPC') treats your privacy rights seriously. This privacy policy sets out how we will deal with personal information, i.e. information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you apply to join the MPC you will be asked to provide certain information. This includes your:

- Name
- Home address
- Email address
- Telephone number
- Age range

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide the MPC's activities and services to you.
- For administration, planning and management of the MPC.
- To communicate with you about MPC and other related activities.
- To monitor, develop and improve the provision of MPC's activities.

We will send you messages by email, other digital methods, telephone and post to advise you of MPC activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to committee members and other MPC members as and when required to facilitate your participation in MPC activities.
- Externally – to the Welsh Petanque Association (WPA), the Boules in Gwent (BIG) League and similar organisations to facilitate your participation in their activities.
- Other bodies where we have a statutory duty to disclose it for legal and/or regulatory reasons.
- Subject to your explicit consent, your telephone number and email address may be shared with all other members of the MPC.

Where we need to share your information outside of the MPC we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. If you cease to be a member, in most instances, information about your membership will not be stored for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform the MPC as to any changes to their personal information. You can do this by contacting the membership secretary, currently the treasurer, or a committee member at any time.

Where a member is asked for explicit consent for the sharing of personal information, this consent may be granted or withdrawn at any time by the member by contacting the membership secretary, currently the treasurer, or a committee member.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that MPC holds on you, you can make this request by contacting the membership secretary (treasurer) or any committee member. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your personal information is held in a spreadsheet file and email contacts list. These may be accessed by committee members as appropriate.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website and, in printed form on request from the MPC's secretary. This policy may change from time to time. If we make any material changes we will make members aware of this.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact any committee member.

2nd October 2018