**DATA PRIVACY NOTICE**

**IIBA Lisburn Zone**

**(incorporating Lisburn and District Indoor Bowling League)**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulations (the “GDPR”).

**2. Who are we?**

Lisburn Zoneis the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

Lisburn Zonecomplies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

* To enable us to provide a voluntary service for the benefit of bowlers and the public in Lisburn Zone
* To administer records of afiliated clubs;
* To fundraise and promote the interests of the Zone and League;
* To manage our volunteers;
* To maintain our own accounts and records;
* To inform you of news, events, activities, competitions and any related matters;
* To share your contact details with the Irish Indoor Bowling Association where necessary

**4. What is the lawful basis for processing your personal data?**

**T**o use your information lawfully, we rely on one or more of the following Lawful basis:

* Where it is in our Legitimate Interest to administer Zone and League affiliation and competition fees and to keep Clubs informed of activities
* Where it is in our Legitimate Interest to administer the Zone and League
* Where it is in our Legitimate Interest when running competitions and other activities
* Your consent to publish names and photographs on the Zone website or in the media

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared with other members of the Zone/League or for purposes connected with the Zone or the Irish Indoor Bowling Association (IIBA). We will only share your data with third parties outside of the Zone with your consent.

**6. How long do we keep your personal data**We retain Club contact data until the club contact is replaced/details updated. League registration data is retained for three years. Interzone team data is updated every three years. If the purpose for which the information was obtained has ceased and the personal information is no longer required the data will be deleted and/or destroyed.

**7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the Zone holds about you
* The right to request that the Zone corrects any personal data if it is found to be inaccurate or out of date
* The right to request your personal data is erased where it is no longer necessary for the Zone to retain such data
* The right to withdraw your consent to the processing at any time
* The right to request that the data controller provide the data subject with his/her personal data.
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
* The right to object to the processing of personal data, [*Only applies* where processing is based on legitimate interests)
* The right to lodge a complaint with the Information Commissioners Office (UK)

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the ***new use*** of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact Patricia Halliday (Contact details on “Contacts” page of website).

You can contact the Information Commissioners Office (UK) on 0303 123 1113; via email <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF