

## **BOWLS YORKSHIRE PRIVACY NOTICE**

### **Who we are**

Bowls Yorkshire is the county governing body for the sport of lawn bowls in Yorkshire and is affiliated to Bowls England. Bowls Yorkshire is the data controller for the personal information described in this notice. This means we are responsible for deciding how and why your personal information is used and for ensuring it is handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **Personal information we may hold**

#### **1. Club Officials and Contacts**

When clubs affiliate with Bowls Yorkshire, we collect contact information relating to club officials. This may include:

- Name
- Postal address
- Email address
- Telephone number
- Club name and affiliation details

This information is used solely for affiliation, governance and administration purposes.

#### **2. Information Collected Through the Annual Club Return**

Through the annual Club Return process, affiliated clubs provide Bowls Yorkshire with aggregated membership numbers only. This includes the number of members in each category (for example, Over 25, Under 25, Under 18 and Para, split by male and female).

#### **3. Competition Entrants**

When individuals enter Bowls Yorkshire competitions, we collect:

- Name
- Club
- Email address
- Telephone number

This information may be provided directly by the individual entrant or via their affiliated club where the club is collating entries on behalf of members. In all cases, entrants provide their details voluntarily for the purpose of entering and participating in the competition.

#### **4. Mailing List Subscribers**

If you choose to sign up to our mailing list or newsletter, we collect your name and your email address. You provide this information directly and voluntarily.

#### **5. Safeguarding Information**

As part of affiliation requirements, clubs are asked to confirm certain safeguarding information. This may include:

- Name of the Club Safeguarding Officer
- Confirmation of safeguarding training
- DBS check number (where applicable)

This information is collected solely to confirm that affiliated clubs meet safeguarding requirements.

## 6. Historic Competition Records

Bowls Yorkshire maintains an archive of past county competition winners and runners-up. These records include the individual's name and club and may date back to 1930. These records are retained and published on our website in the legitimate interests of preserving the historical record of county competitions and the sport.

## 7. Correspondence

If you contact us by email, telephone or post, we may retain a record of that correspondence.

## Where We Get Your Information From

We collect personal information:

- Directly from club officials during the affiliation process (secretary and safeguarding contacts only)
- From affiliated clubs via the annual Club Return (aggregated data only)
- Directly from individuals who enter competitions
- From clubs who collate competition entries on behalf of their members
- Directly from individuals who sign up to our mailing list
- From Bowls England where necessary for administration of the sport

Where clubs provide competition entry information on behalf of members, those individuals have provided their details to the club for that purpose.

## How We Use Your Information

We use personal information for the following purposes:

- To manage and administer club affiliations
- To calculate affiliation fees
- To communicate with club officials about county matters
- To administer county competitions
- To enable competitors to arrange matches
- To fulfil safeguarding and governance responsibilities
- To send newsletters and updates to individuals who have subscribed
- To maintain accurate administrative and historical records

## Lawful Basis for Processing

We rely on the following lawful bases under UK GDPR:

**Legitimate Interests** - To administer and develop county bowls, manage affiliations, maintain historical records and communicate with affiliated clubs and competition participants.

**Performance of a Contract** - When you enter a competition and pay an entry fee, we process your personal information in order to administer that competition.

**Consent** - Where you sign up to our mailing list or newsletter, we rely on your consent. You may withdraw this at any time by unsubscribing.

**Legal Obligation** - Where required to meet safeguarding and regulatory responsibilities.

## Sharing of Information

We only share personal information where necessary and appropriate.

### 1. Bowls England

We may share affiliation or governance information with Bowls England as required in order to fulfil our responsibilities as an affiliated county association.

### 2. Competition Participants

When you enter a Bowls Yorkshire competition, your name, club, email address and telephone number will be shared with other competitors in the same competition where necessary to enable matches to be arranged.

This information may be made available:

- Via a password-protected section of our website accessible only to current competition entrants; and/or
- Via a competition handbook or booklet distributed to affiliated clubs.
- Via an emailed contacts list for those competing in the current year.

By entering a competition, you acknowledge that your contact details will be shared in this way for the purpose of administering fixtures.

We do not publish competitor contact details on publicly accessible webpages.

### 3. Service Providers

Where we use third-party providers (for example, website hosting or email distribution services), they process data on our behalf and under appropriate data protection arrangements. We do not sell personal information and do not share it for commercial marketing purposes unrelated to bowls.

## How Long We Keep Information

We retain personal information only for as long as necessary:

- Club affiliation and administrative records: up to six years
- Competition entry contact details: up to two years following the end of the competition season
- Mailing list subscriber details: until you unsubscribe
- Correspondence: up to three years after last contact
- Historic competition winner and runner-up records (name and club only): retained indefinitely as part of the historical archive

## Your Rights

Under UK data protection law, you have the right to:

- Request access to your personal information
- Request correction of inaccurate information

- Request erasure of your information in certain circumstances
- Object to processing based on legitimate interests
- Withdraw consent at any time where we rely on consent

To exercise any of these rights, please contact us using the details below. If you are not satisfied with our response, you may complain to the UK Information Commissioner's Office (ICO) via [www.ico.org.uk](http://www.ico.org.uk) or by calling 0303 123 1113.

If you have any questions about this notice or about how we use your personal information, please contact:

Bowls Yorkshire  
York Railway Bowls and Social Club  
Ashton Lane,  
York  
YO24 4HX  
Email: [contact@bowlsyorkshire.co.uk](mailto:contact@bowlsyorkshire.co.uk)  
Website: [www.bowlsyorkshire.co.uk](http://www.bowlsyorkshire.co.uk)

**Version 1.0, 16 March 2026.**

**This notice will be reviewed annually.**

## **Appendix A – Cookie Policy**

Bowls Yorkshire's website uses cookies to ensure the site functions properly and to help us understand how visitors use it.

Cookies are small text files stored on your device when you visit a website. Some cookies are essential for the operation of the site. Others may collect anonymised information about how the website is used.

We do not use cookies to collect personal information unless you choose to provide it (for example, by signing up to our mailing list).

You can control or delete cookies through your browser settings at any time. Disabling certain cookies may affect how the website functions.

Where required, our website will display a cookie banner allowing you to accept or manage non-essential cookies.