

**LEINSTER CRICKET CLUB  
BOWLING SECTION**

**DATA PROTECTION POLICY**

**This Policy refers to personal data collected by the LCC Bowling Section (referred to as ‘the Bowling Club’) for the purposes of running the Bowling Section and at the same time meeting the requirements of GDPR<sup>1</sup>. Personal Data collected by LCC is the responsibility of the LCC Executive Committee.**

**Legal Requirements**

The General Data Protection Regulation came into effect on 25th May 2018. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed or used without their knowledge and consent. The Bowling Club will adhere to the requirements of the Regulation.

**Data Protection Principles**

In terms of the General Data Protection Regulation, The Bowling Club is the 'data controller', and as such determines the purpose for which, and the manner in which, any personal data is, or is to be, processed. The person about whom we hold the data is known as the 'data subject'.

The Bowling Club will:

- not use data for a purpose other than that agreed by data subjects
- monitor the data held to ensure that it is not excessive for purpose
- ensure that the data held is accurate
- delete data when it becomes obsolete

The data subject has the right to:

- access personal data
- have their personal data rectified
- restrict processing of their personal data
- reject the processing of their personal data

**Purpose of data held by the Bowling Club**

Data is held for the following purposes:

- to facilitate communication with the Bowling Club members regarding the affairs of the Club
- to facilitate communication between clubs
- to facilitate communication with Officers, Members of Council, Honorary Members, and Team Management.
- to record the delegates entitled to attend the Annual General Meeting
- to publish relevant data on the Club’s website
- to facilitate entries into various Domestic and National Competitions

**Collection of data**

Data will be collected by one or more of the following methods:

- data collection forms
- written correspondence including email
- verbal communication

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<sup>1</sup> General Data Protection Regulation (‘GDPR’) governs how personal data is collected, used and stored.

Consent shall be obtained at the time of collecting the data.

**Processing of data**

Data shall be processed by either the Honorary Secretary, or Treasurer or any other Bowling Club members designated by the Committee.

**Control of data**

The Data Protection Officer shall be responsible for ensuring that the Club meets the requirements of the General Data Protection Regulation.

**Security of data**

Data is held on a laptop which is password protected as are the files containing the data. Passwords are changed on a regular basis.

Approved by Bowling Club Committee  
13 September 2018