

# Irish Tenpin Bowling Association

## GDPR Privacy Policy

---



### Introduction

The website page is maintained by Irish Tenpin Bowling Association (ITBA) for the purposes of data protection legislation.

We are committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1988 up to 24<sup>th</sup> May 2018 and the General Data Protection Regulation (GDPR) on and from 25<sup>th</sup> May 2018 (Data Protection Legislation). This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

It is important that the ITBA makes an inventory of the personal data that it holds and examines it under the following headings:

1. Why is it being held?
2. How was it obtained?
3. Why was it originally gathered?
4. How long is it being retained for?
5. How secure is it?
6. Is it shared with any third parties?

### The information we collect about you

The ITBA may collect the following information about you through our membership process and our website:

- ❖ Your name, email address, postal address, date of birth, nationality and any other information you voluntarily provide to us via our online and hardcopy forms for the purpose of registering you as a member of the ITBA and/or entering you in an event that you have chosen to participate in.

### The information provided to us

We may be provided with information about you from bowling centers (National & International) in which you participate in leagues and/or tournaments. That information may include: name, date of birth, gender, nationality, email address, postal address, telephone number and any bowling related information (Bowling Data).

### How we use your information

We may use your personal information for a number of purposes, including:

- ❖ To process and manage your membership.
- ❖ To deal with your requests and enquiries.
- ❖ To contact you for reasons related to your enquiry.
- ❖ To notify you about bowling events.

# Irish Tenpin Bowling Association

## GDPR Privacy Policy

---



### Our legal basis for processing your information

We will process your Bowling Data on the basis of the following legitimate interests:

- ❖ To provide selected external providers with a facility to check and validate data to support administrative processes. For example:
  - Transfer of name, date of birth and Gender to verify membership on entry of national and international bowling tournaments
- ❖ Providing relevant and necessary information via email, text and post to you about the following:
  - Changes to rules and regulation
  - Updates relating to specific roles & responsibilities within the ITBA
  - Transactional information relating to representative teams, competitions and events, coaching, rankings, events and qualifications.

If you become a registered coach with the ITBA we will share your coaching data with Sport Ireland Coaching as to facilitate your membership and as part of the administration of your involvement in the sport.

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would wish to share your information for any other purpose your consent will be sought first.

When we collect information from you, we will tell you if we would like to send you information about our services. We will give you the opportunity to opt in to any such communications and will tell you how you can opt-out at any time.

If we wish to share your data with third parties for marketing purposes, we will tell you about this and only do so if we get your consent. You can opt out at any time either by notifying us,

The ITBA may also share your personal information with An Garda Síochána and other Statutory Agencies for the purposes of crime prevention, crime detection or the safety of our members.

This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

### Protecting your information

The ITBA will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information.

# Irish Tenpin Bowling Association

## GDPR Privacy Policy



### Finding out what information the ITBA holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the ITBA Secretary. You will also need to provide two forms of identification, for example, driving license, utility bill or passport and, if appropriate, any particulars about the source of the information you are requesting. The ITBA has 30 days to respond to your subject access request.

### Data retention

Any data that we collect from you will be deleted in accordance with timescales set out below:

Type of Data	When Deleted
Name, date of birth, gender, email address, address, telephone number and details of any coaching or official qualifications	Three years after an individual has not played an active part in tenpin bowling
Data on any injuries, medical conditions etc. as provided by you	One year on the receipt of a new annual membership form or after an individual has not played an active part in tenpin bowling
Membership forms	One year on the receipt of a new annual membership or non-renewal of membership at that time
Vetting data and application forms	Five years after the receipt of a vetting application or as governed by legislation (yet to be introduced)
Competition entries	One year after completion of the associated event
Competition results	Indefinite as a record of both ITBA & international bowling event results
Competition rankings	Four years (rolling forty-eight months)
Team sheets & training attendance lists	One year (rolling twelve months)

### Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in May 2018.