

## **HARROGATE AMATEUR BOWLING ASSOCIATION**

The Harrogate Amateur Bowling Association (HABA) promise that we'll tell you how we use your data and we'll make sure that your data is collected and stored securely.

We keep some information about you, such as name, address, telephone number so we can process your requests etc. You can be assured that your information is protected under strict procedures that we enforce.

We have made this Privacy Policy available to you to let you know precisely what kind of personal information we collect, how it is handled, with whom it may be shared, and how you may access and remain in control of your data you have provided to us. By visiting any part of our website (the "Website"), you will also have consented to the policies and practices described in this Privacy Policy and the Terms of Use of our Website, which are incorporated herein by reference.

## **Security – Safeguarding your personal data**

We are committed to taking appropriate technical and organisational measures to protect your personal data from unauthorised or unlawful processing, accidental loss or destruction of, or damage to your personal data. This includes restricting access to, maintaining accuracy of and training in the securing of personal data. These safeguards are designed to protect against, but are not a guarantee against, the loss, misuse and unauthorised access, disclosure, alteration and destruction of personal information

Information from our web site is transmitted securely over the internet to our web server, using encryption (<https://>) to safeguard personal information. The information that you provide is held securely with appropriate technical and organisational measures.

## **Personal information we use**

The information we may collect includes; name, email address, postal address, phone number. This information is collected when you complete the contact us form and by completing and sending the forms, you consent to this. We retain this information for as long as we need to in order to fulfil our obligations or to comply with the law.

If you make an enquiry we may need your email address, phone number and additional information in order to respond correctly. We do not share this information with anyone who does not have a lawful or legitimate purpose for seeing it.

# Disclosure of your information

We may disclose your personal data when this is required by law.

## Access to your personal data

As an individual you have the following rights to your information:

- **The right to be informed** – Detailed within this privacy policy.
- **The right of access** – You can make a subject access request by contacting us.
- **The right to rectification** – Any errors can be corrected by contacting us.
- **The right to erasure** – You can request your personal data to be erased by contacting us.
- **The right to object** – You can object to the processing of your data by contacting us at any time.

To exercise any of these rights or to discuss in further detail please email us at [habasect@gmail.com](mailto:habasect@gmail.com) You may be asked to provide proof of identity to comply.

## Amendments to our Privacy Policy

We reserve the right to change our Privacy Policy as our business changes. If our policy changes in the future, we will post an updated privacy policy on our Website. You can tell if this policy has changed by checking the revision date that appears at the end of this policy. If you would like a permanent record of this privacy policy please print a copy.

Remember – this is your data. We are responsible for looking after it ethically and securely and must only use it for the purpose for which it was provided to us. Help us to help you and contact us if you feel we have done anything wrong so that we may correct it.

## Contact

Any queries or comments regarding the information set out in this policy please contact us at:

[habasect@gmail.com](mailto:habasect@gmail.com)