

DATA PROTECTION

PRIVACY NOTICE

Data protection law in the UK and EU changed on the 25th May 2018. This notice sets out your rights as a member of BIBC, or as a visitor to our website under the new law.

The privacy notice tells members of BIBC what to expect when BIBC collects, uses, retains and discloses your personal information. Personal information is information that (on its own or together with other information) identifies you and is about you. This includes what you tell us about yourself and what we learn by having you as a member.

To ensure that we process your personal information fairly and lawfully, this notice informs you;

- Why we need your personal information.
- How it will be used.
- With whom it will be shared and
- What rights you have in relation to the personal information we collect.

OUR COMMITMENT TO YOUR PRIVACY.

BIBC recognises the importance of protecting personal and confidential information in all that we do and takes care to meet our legal duties. BIBC puts in place all reasonable technical, security and procedural controls required to protect your personal information for the whole of its life, in whatever format we hold that information in.

HOW THE LAW PROTECTS YOU.

Your privacy is protected by law, which says that we can use your personal information only if we have a proper reason to do so. This includes sharing it outside of BIBC. The reasons why BIBC may process your personal information are;

- To fulfil a contract, we have with you.
- When it is our legal duty.
- When it is in our legitimate interest, or
- When you consent to it.
- We publish in-house members telephone details to facilitate other members making such things as competition and league arrangements.

A legitimate interest is when we have a business or commercial reason to use your information, but this must not unfairly go against your rights or freedoms. If we rely on our legitimate interest, we will tell you what that is.

Below is a list of the ways that we may use your personal information, and which of the reasons we rely on to do so. This is also where we tell you what our legitimate interests are.

What we use your personal; information for.

To communicate with you about your membership.

To develop and carry out marketing activities

To conduct analysis and research activities to improve & develop BIBC.

To administer payments relating to membership.

To detect, investigate, report & seek to prevent financial crime.

To comply with regulations that apply to us.

To respond to complaints and seek to resolve them.

Our reasons for processing;

Our legal duty.

Your consent.

Our legitimate interests.

WHAT TYPES OF PERSONAL INFORMATION DO WE HANDLE.

- Personal details such as names, addresses, telephone numbers, dates of birth, email, team selection.
- Details of how you interact with us on social media.
- Details of when you contact us and when we contact you, including telephone calls and copies of written communications, such as emails or letters.
- CCTV images, which are used for building security.
- Any consents which you have given us in relation to the processing of your information.
- Photos and videos taken for social media and for the promotion of BIBC.

WHERE WE COLLECT PERSONAL INFORMATION FROM.

- When you join BIBC.
- Surveys.
- When you update your membership information.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will keep your personal information for as long as you are a member of BIBC.

We may contact you after you cease to be a member to ask Why you did not renew your membership.

HOW TO GET A COPY OF YOUR PERSONAL INFORMATION.

You can request a copy of your personal information as well as why we have that personal information and where we got that personal information from. Once we have received your request we will respond within 30 days.

LETTING US KNOW IF YOUR PERSONAL INFORMATION NEEDS UPDATING.

You have the right to question any information we hold on you that you think is wrong, out of date or incomplete. If you do, we will take reasonable steps to check its accuracy and correct it.