

# Vancouver & District Lawn Bowling Association



## Personal Information Protection Policy & Process

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### **Preamble**

In order to do our work for our member clubs, V&DBA needs to have information about specific individuals within each club. The collection of personal information is a role that all member clubs take seriously as does V&DBA. It is our understanding that all member clubs that provide personal information to V&DBA have informed their members that their information may be provided to V&DBA for the purpose that it was collected and that it assists V&DBA to carry our work on behalf of all member clubs and bowlers within the member clubs of V&DBA.

### **Protection of Personal Information Provided to V&DBA**

V&DBA requires a certain level of personal information about specific bowlers from each member club to do our work for our member clubs and their individual club members.

- We will keep personal information in a drive or database that is password protected.
- The information will be regularly updated by direct communication with member clubs.
- Access to the personal information will be restricted to V&DBA appointed Board Members, the Webmaster and conveners of V&D and Inter- club events.
- Upon notification from a Member Club or individual V&DBA will remove all of that person's personal information that must be protected from their drive(s) or database within a 2 month period of time.

### **Specific Information Requested by V&DBA**

- The information that V&DBA will specifically request is:
  - Name, phone number and email address for the President, Secretary, Treasurer, Games Chair(s) & Umpires of all member clubs;
  - Name, phone number and email address for conveners of V&D Events and conveners of Inter-Club Events;
  - Name of winners /finalists for V&DBA and Inter-Club Events; and,
  - Name, phone number and email address of all Umpires.

## **Use of Personal Information Provided to V&DBA**

- The personal information will be used to contact individuals to:
  - Provide information directly to the Presidents, Secretaries, Treasurers or Games Chairs/Coordinators, Umpires and Conveners;
  - Organize events, tournaments, and the passing on of urgent information concerning an event or tournament;
  - Passing on information about lawn bowling received from other Lawn Bowling entities; and,
  - other administrative functions regarding funding, meetings, etc

## **The V&DBA Events Handbook**

- Specific personal information about some individuals who perform functions within a member club may be placed in the V&DBA Events Handbook. This Handbook is only distributed to lawn bowling clubs for the use of bowlers who are seeking information about lawn bowling events & tournaments. At the time of providing information Member Clubs should ensure that they have permission to supply the personal information to V&DBA for a printed handbook that is distributed to various Clubs.
- At this time the Handbook is not available on the V&DBA website. Should it become available on the V&DBA website steps will be taken to protect the information.
- (Do we wish to say that a disclaimer about the use of the information is at the front of the handbook. If so we need to have the wording to Kion/ Sam)
  - The Club Directory section within the Handbook requires the Name, Phone number and Email of the Secretary and Games Chair/Coordinator.
  - The Inter-Club Events Listings within the Handbook requires the Name, Phone number, address for receiving tournament entries and/or an Email address for the Convener of the Inter - Club Event and / or the V&D Event being hosted at a member club
  - In the event that an individual does not wish to have their personal email and/or phone number placed in the V&DBA Event Handbook V&D will work with the individual and their club affiliate to find a work around that will acknowledge their request & meets the needs of having immediate contact with them in the club role that they are fulfilling.

### **Information the V&DBA collects that does not need protection**

The following is the information which is V&DBA or may need to collect from each member club or individual bowler, does not need to be protected. Specifically:

- The names and club affiliation of individuals who win, place or participate in either a V&DBA event or Inter-club Events or Tournaments,
- The names, general email address, website and location of member clubs.

Please note that if specifically asked to do so directly by an individual at the time of them winning/participating in either a V&DBA event or Inter- club Event or Tournament, V&DBA will make efforts to ensure their privacy is maintained.

Passed By the V&D Board at the 7th March 2026 Meeting.