



# East Dorset Indoor Bowls Club Ltd

Stony Lane South, Christchurch, BH23 1HW  
T: 01202 483317 E: [frontoffice@eastdorsetibc.org.uk](mailto:frontoffice@eastdorsetibc.org.uk)  
W: [eastdorsetibc.org.uk](http://eastdorsetibc.org.uk)

## APPLICATION TO JOIN BEGINNER'S COACHING COURSE, 2024/25

Please, only one form per person applying.

Have you already applied to join the Club? **Y/N\*** (you do not need to be a Member to apply)

The adult course is £30; a choice of four sessions is offered, please pick ALL you are available for:

- Wednesdays: 3:30pm to 5:30pm,  Thursdays 1.30pm to 3:30pm  
 Fridays: 1.30pm to 3.30pm,  Saturdays 10am to 12noon

*PLEASE PRINT CLEARLY IN BLOCK CAPITALS:*

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
 \_\_\_\_\_ **Mobile:** \_\_\_\_\_  
 \_\_\_\_\_  
**Postcode:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

[Please use clear block capitals for your email address for clarity. And can we contact you by email? Y/N\*]

### Notes:

- The Club's coaches are certified by either Coach Bowls or the English Bowls Coaching Society.
- All details you provide here will be kept confidential under the terms of the Club's Personal Data Privacy Notice; see attached.
- Course places are limited; confirmation of your booking, course dates and times will be sent by email.
- Each coaching course comprises 3 sessions; each coaching session lasts between 1.5 and 2 hours.
- It is important that you are able to attend all course sessions; any sessions you miss may not be available until much later in the year. If you have a problem, please speak to your coach.
- Only approved footwear - i.e., proper bowls shoes - will be allowed on the green; the Club has a variety of approved footwear and bowls, free for you to use during your beginner's coaching sessions if required.

Payments may be paid by Bank Transfer, Cheque, Cash or Card.

Bank Transfer: Sort Code: 52-21-34 Account: 25565508. Please use your FULL NAME as the reference.

Cheque: Please make cheques payable to East Dorset IBC.

I have read and accepted the Club's Data Protection Policy and Privacy Notice; signed: \_\_\_\_\_

<b>Office use only</b>	ID: .....	Locker# .....	Door Key# .....
Cheque <input type="checkbox"/>	Card <input type="checkbox"/>	Bank Transfer <input type="checkbox"/>	Cash <input type="checkbox"/>
Cheque# .....	Total amount received: £ .....		Signed: .....



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## Personal Data Privacy Notice

This Privacy Notice explains the personal data we may collect about you when you contact East Dorset Indoor Bowls Club, because of completing forms downloaded from our website or paper documents. You may have contacted us by telephone, and we recorded some personal details in order to answer your query and get back to you. This Privacy Notice also explains how we will store and handle that data and your rights.

### What Information do we collect and why?

Personal Information might include your name, date of birth, postal address, phone number(s) and/or email address. The information we collect is either needed to answer your enquiry or is used in connection with specific activities in the Club, such as displaying members phone number(s) and email address on the password-protected section of the Club's website, distribution of newsletters, details of bowls activities, or membership requests. The Club's CCTV security system in the main office and Bar will also identify members.

**Photographs/ videos:** from time to time, photographers authorised by the Club may take pictures or videos of play, bar activities, social events and presentations for use in promotional material on the website etc. If you would prefer not to be photographed please tick the box.

I do not wish for my photograph to be taken at any time

### How long do we keep Personal Information?

Whenever we collect or process your personal data, we will only keep it for as long as necessary for the purpose for which it was collected. Member's details will be retained for three years unless a request is made by the subject for it to be erased earlier.

### Updating your Information

From time to time we will ask you to confirm the accuracy of the data we hold about you and at the same time will ask for continuing consent to hold it. You can also update your information at any time by contacting the Front Office ( T: 01202 483317, E: [officemanager@eastdorsetibc.org.uk](mailto:officemanager@eastdorsetibc.org.uk))

### Sharing Your Information

We may disclose information about you, including your personal information:

- Internally - to committee members, coaches and playing team leaders - as required to facilitate your participation in Club activities.
- If we have a statutory duty to disclose it for legal and regulatory reasons.
- Where we need to share your information outside the Club, beyond that stated above, we will seek your permission and inform you as to who the information will be shared with and for what purpose.

### Storing your Information

We place a great importance on the security of all personally identifiable information. Only authorised personnel have access to your information. Personal information is either stored in locked filing cabinets or held on computers with password-protected access. Authorised users are instructed that it is their responsibility to keep passwords confidential and not to share them with anyone. Passwords are updated on a regular basis. All authorised persons are expected to abide by the terms of our Data Protection Policy.

### Your Rights

The Data Protection Act 2018 gives you certain rights over your data and how we use it. These include :

- The right of access to personal data East Dorset Indoor Bowls Club holds about you.
- The right to have inaccurate data corrected.
- The right to have data deleted, subject to certain conditions.
- The right to object to processing

By signing this form below, you are accepting East Dorset Indoor Bowls Club's Personal Data Privacy Policy.

Signature ..... Name ..... Date .... /..... /.....