

SHIFNAL GOLF CLUB 1964 LTD – PRIVACY POLICY

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What personal data does Shifnal Golf Club 1964 Ltd collect?

The data we routinely collect includes members’ names, addresses, emergency contact number, email addresses, date of birth, gender, CDH number and handicap. We collect this data directly from our members when they join the Golf Club.

For some of our members we may have additional information such as Board and Committee memberships, coaching qualifications (DBS checks done with the member’s knowledge and permission). We will also keep information relating to disciplinary matters and sanctions.

We collect the scores from games you play, which are displayed on our display screen and notice board, and are used in maintaining handicaps and for the purpose of handicap reviews.

We hold data on staff members which will include names, addresses, emergency contact number, email addresses, date of birth, NI number, payroll information, pension information, job description.

We collect data from visitors, for example, players who enter our Open Competitions and Society Bookings. This data will be used for the administration of competitions,

and, with their permission, individuals may be contacted with regard to future competitions and society days.

What is this personal data used for?

We use members' data for the administration of your membership; the communication of information, and the organisation of events. We provide your data to the England Golf Union (EGU) for their use as explained in the section below.

Who is your data shared with?

Your membership data is passed on to the EGU, of which you become a member when you join **Shifnal Golf Club 1964 Ltd**. The data is also shared with the county of affiliation.

Your personal data is not passed on by us to organisations other than those indicated above, whether or not connected with golf.

Where does this data come from?

Data for most of our members comes from them when they join **Shifnal Golf Club 1964 Ltd** or when they update their information either directly or via their EGU record.

The information held by the EGU may be updated by the Golf Club if you have given it permission to change your record.

Handicap data comes directly from the results of the Golf Club, County and other golf games in which you play.

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored in the Administration Office at Shifnal Golf Club. We use Club Systems International and BRS as our data processors for this purpose.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring **Shifnal Golf Club 1964 Ltd** discharges its obligations under the GDPR is the Administration Director.

Who has access to your data?

Members of the Board, Committee and relevant Staff of **Shifnal Golf Club 1964 Ltd** have access to members' data in order for them to carry out their legitimate tasks on behalf of the Golf Club.

What is the legal basis for collecting this data?

Shifnal Golf Club 1964 Ltd collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation and participant in an internationally recognised and regulated, competitive sport. For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations. Similarly, personnel data is kept in compliance with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Administration Office.

Does Shifnal Golf Club 1964 Ltd collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data of these categories, the only data we record relates to the disabilities of members who have explicitly requested it to be recorded for the purpose of using buggies. If you wish to change this data on your record you can do so at any time by contacting the Administration Office.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could maintain your club membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we and the EGU are able to provide you with in the way of written information.
- You do not need to provide us with your date of birth unless you wish to enter age-limited (junior or seniors) events or gain concessions based on age.
- You may choose not to receive marketing emails from **Shifnal Golf Club 1964 Ltd** (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your club membership by amending your subscription preferences.
- Any of these options can be implemented for your EGU membership by logging on to the England Golf website.

How long we keep your data for, and why?

We normally delete members' data after they resign or their membership ceases.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

We normally delete members' information after they die.