

ST AUDRYS GOLF CLUB PRIVACY POLICY

1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and member's rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.staudrysgc.co.uk or the folder kept on the shelf inside the players entrance at the club regularly for any amendments (but amendments will not be made retrospectively).
- 1.4. We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website of the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are We?

- 2.1. We are St Audrys Golf Club. We can be contacted at St Audrys Golf Club, St Audrys Park Road, Melton, IP12 1SY, staudrysclub@btconnect.com and by telephone on 01394380200.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. Enabling Club Captains to contact members regarding matches, competitions and events	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Date of birth / age related information	Managing membership categories which are age related.	Performing the Club's contract with the Member.
Gender	To facilitate competitions	To facilitate gender specific competitions
Photos and videos of Members	Display at the Club, on our website and social media pages and in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The names of visitors and guests	To monitor green fee income	For the purposes of our legitimate need to ensure that green fee income is paid correctly.
Members Name and Handicap Information	Passed to the Club's handicap software provider and published in the results section of the website	For the purpose of administering club competitions and maintaining players' handicaps.
Member's name and telephone number	Creating and managing the Club's Membership Directory printed in the Fixture Booklet.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.

4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the EU without your consent.
- 4.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4. For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2. We may pass your personal data to third parties who are, service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

- 6.1. We will hold your personal data on for as long as is necessary to comply with our legal obligations. When we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form if required in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2. We securely destroy all financial information once we have used it and no longer have a legal basis for holding it.

7. Your rights

- 7.1. You have rights under the GDPR:
 - a) to access your personal data
 - b) to be provided with information about how your personal data is processed
 - c) to have your personal data corrected
 - d) to have your personal data erased in certain circumstances
 - e) to object to or restrict how your personal data is processed
 - f) to have your personal data transferred to yourself or to another business in certain circumstances.

For more details, please address any questions, comments and requests regarding our data processing practices to: Secretary Manager, St Audrys Golf Club, St Audrys Park Road, Melton, IP12 1SY who is responsible for managing our data.