



Seacroft Golf Club
ESTABLISHED 1895

Privacy Policy

This privacy policy sets out how we use and protect any information that you give to us when you become a member of Seacroft Golf Club.

We are committed to ensuring that your privacy is protected and we will never release your personal details to any third party without your express consent. When you complete an application to join the club certain personal information is collected from you (for example: your name, email address, gender, golf handicap, type of membership sought). You can be assured that it will only be used in accordance with this privacy policy.

What we collect

We may collect the following information:

- Name and surname
- Date of Birth
- Current Address
- Phone numbers
- Email address
- Gender
- Occupation
- Handicap ability
- Membership Category

The legal basis for processing the information:

- Internal record keeping
- Sending subscription notices to you
- Recording financial transactions to your subscription account
- Contacting you with relevant club correspondence
- Maintaining a record of any competitions you play in
- Maintaining a record of your handicap and related CDH number
- Providing you with a members discount card (at a cost of £5) for gaining discounted bar facilities
- Confirm your handicap to other Golf Clubs if they request confirmation of your handicap for any competitions you have entered with them

Seacroft Golf Club will retain your personal information on our club membership database for the duration of your membership along with inclusion in the member's directory app and monthly newsletters which are considered to be of legitimate club interest. Your details will be deleted upon cessation of your membership with the club.

Responsibilities

The Board of Directors recognises its overall responsibility for ensuring that Seacroft Golf Links Company Limited (Seacroft Golf Club) complies with its legal obligation.

The Data Protection Officer is currently Susan Turner, with the following responsibilities:

- Briefing the Board of Directors on GDPR responsibilities
- Reviewing GDPR and related policies
- Advising other staff on GDPR issues
- Ensuring that GDPR induction and training takes place
- Notification
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data

All staff are required to read, understand and accept any policies and procedures that relate to the personal data that they may handle in the course of their work.

Significant breaches of this policy will be handled under Seacroft Golf Clubs disciplinary procedures.

Data recording and storage

Seacroft Golf Club will regularly review its procedures for ensuring that its records remain accurate, consistent and, in particular:

- ICT systems will be designed, where possible, to encourage and facilitate the entry of accurate data
- Data on any individual will be held in as few places as necessary
- Effective procedures will be in place so that all relevant systems are updated when information about any individual changes

We take your privacy seriously and all such information is held on secure password protected servers. Seacroft Golf Club complies with all such applicable General Data Protection Regulations. We may update this policy from time to time and will notify you accordingly.

This policy is effective from 1 May 2018

Under General Data Protection Regulations you have the right to complain to the Information Commissioner's Office (ICO) if you think there is a problem in the way your data is being handled.

Privacy Statement

When you request information from Seacroft Golf Club, sign up to any of our services or buy things from us, Seacroft Golf Club obtains information about you. This statement explains how we look after the information and what we do with it.

We have a legal duty under the GDPR to prevent information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive.

Member's email address and/or telephone numbers may be given to other current members of the club for the purpose of facilitating activities pertaining to the club, where the information is not currently available on the member's directory via the club member's app.

Normally the information that we hold comes directly from you. Whenever we collect information from you, we will make it clear which information is required in order to provide you with the information, services or goods you need. You do not have to provide us with any additional information unless you choose to. We store information securely, password protected, on our computer system, we restrict access to those who have a need to know, and we train our staff in handling the information securely.

We may also like to contact you with our newsletters and other correspondence, this being legitimate club business. You have the right to ask us not to contact you in this way. We will always aim to provide a clear method for you to opt out. You can also contact us directly at any time to tell us not to send you any future marketing material, or for your personal data to be deleted from our member's directory app.

You have the right to copy all the information we hold about you (apart from a few things which we may be obliged to withhold because they concern other people as well as you). To obtain a copy, please write to the Data Protection Officer (Susan Turner) at Seacroft Golf Club. There is a charge of £10 for a copy of your data (as permitted by law). We aim to reply as promptly as we can and, in any case, within the legal maximum of 40 days.