

## **DALMALLY GOLF CLUB DATA PROTECTION – PRIVACY NOTICE FOR MEMBERS**

### **Introduction**

Your privacy and trust are important to us and this Privacy Notice provides essential information about how Dalmally Golf Club handles your personal information.

This notice will be reviewed and up-dated from time to time and you will always find the most up-to-date version on the website [www.dalmallygolfclub.co.uk](http://www.dalmallygolfclub.co.uk). If we make significant changes, we will contact you.

### **What we need**

When you register as a member of Dalmally Golf Club or renew your membership (including if you are registering on behalf of a child under the age of 18), we will ask you for the following personal information:

- Contact details – name, address, email address, telephone and mobile numbers, age
- Membership category – for example, Full, Country, Social, Youth

When you volunteer with Dalmally Golf Club, we will ask you for the following personal information:

- Contact details – name address, email address, telephone and mobile number and age
- Participation details – for example, parent, Committee, coach etc
- Other details – for example PVG membership

### **Why we need your personal information**

We need to collect our Members' personal information, for contractual purposes, so that we can manage your membership to:

- Notify you of Annual or Extra-Ordinary General meetings
- Send Membership renewals and subscription details

We also process our Members' personal information for legitimate purposes to:

- Send Members' communications and booking information for upcoming fixtures, competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for our promotional and development purposes
- Accept and manage entries for our fixtures and competitions and check your personal information to ensure you are entered in the correct category
- Communicate with Members on club notifications, news and general matters of interest
- Invite Members to participate in surveys for research and development purposes
- Invite Members to our annual prize-giving
- Inform Members of upcoming courses
- Respond to and communicate with Members on questions, comments, concerns, complaints or allegations

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object, please contact The Secretary at [dalmallygolfclub@outlook.com](mailto:dalmallygolfclub@outlook.com)

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our Members and volunteers for the purpose of complying with our obligations under

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults

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## **Who we share your personal information with**

If your personal information is included in any images or videos taken by us at competitions and events, we may share this with Scottish Golf Ltd, The Oban Times or other publications for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

As an affiliated club of Scottish Golf Ltd we are required to ensure that all of our Full, Life, Honorary and Country Members are members of Scottish Golf Ltd as a condition of our affiliation. We will share details with Scottish Golf Ltd who will become a controller of your personal information when they receive it. Scottish Golf's privacy notice explains how they use your personal information and can be contacted at [www.scottishgolf.org](http://www.scottishgolf.org)

In the event that we do share personal information with external third parties, we will only share that which is strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

## **How we protect your personal information**

Your personal information is held on an electronic filing system based in the UK and is accessed only by our Secretary, Membership Secretary, Match Secretaries, Handicap Secretaries and Treasurer for the purposes set out above.

## **How long we keep your information**

We only keep your personal data for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for two years.

## **Your rights**

You can exercise any of the following rights by writing to The Secretary at [dalmallygolfclub@outlook.com](mailto:dalmallygolfclub@outlook.com)

Your rights in relation to your personal information are:

- You have a right to request access to the personal information which we hold about you by making a 'subject access request'.
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- You have the right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.

Any request received by Dalmally Golf Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)