

Honiton Golf Club is committed to protecting and respecting your privacy as set out in our Data Protection Policy HGC.05.C016 This Procedure is written in accordance with the EU's General Data Protection (GDPR), and describes the types of personal and sensitive data we collect, how we use it, with whom we share it, and the rights of and choices available to you regarding our use of your information. We will process your personal and sensitive data on the basis set out below as it is in our legitimate interests to do so following your registration.

WHO WE MAY COLLECT DATA FROM:

- Members
- Employees
- Visitors
- Contractors

THE DATA WE COLLECT AND HOW WE USE IT:

In each case, we will collect the information that we need to provide the services requested.

WE COLLECT DATA ABOUT YOU IN THE FOLLOWING WAYS:

- Directly from you (when you register on our website, through our face to face meetings, and through phone and e-mail); and apply for a job or when you become a members, we may collect the following types of data:
- Contact information such as your name, e-mail address, phone number(s), postal address, and social media accounts;
- Employment and education history;
- Language proficiencies and other work related skills;
- Details of the kind of work you are looking for, and your preferred work location(s);
- Information contained in your C.V. or resume, covering letter or personal statement;
- Date of birth;
- Gender;
- Citizenship and work authorisation status;
- Information provided by references;
- Where appropriate and in accordance with local laws and requirements, we may also collect information relating to your health, or any details of any criminal offences and driving offences;
- Username when you register on our website, BRS system and ClubVI system.

WE USE THE DATA DESCRIBED ABOVE TO PERFORM THE FOLLOWING ACTIVITIES:

- Set up as a member;

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- Collecting payments (visitors and members);
- Assess your suitability as a job candidate and your associate qualifications for positions;
- Sending communication emails;
- To process your references in the final stages of the recruitment process;
- Setting up contractors;
- Creating and managing online accounts;
- Texting tee times;
- Emailing the Club Newsletter, Club Activities and BRS updates;

DO WE PASS DATA TO THIRD PARTIES?

Access to your data is only provided to our staff and we do not disclose information we collect about you, except for the reasons set out below:

- To Government or Law Enforcement Authorities based on a lawful disclosure request;
- To fellow members to facilitate the organisation of matches, golf and social events and in case of an emergency.

HOW LONG WE STORE YOUR DATA:

We will keep your data for as long as you wish to receive our communications and thereafter for the longer of the period required in order to meet our business, legal or regulatory responsibilities. Typically this is for 2 years.

YOUR RIGHTS AND CHOICES:

Under applicable data protection laws, you have the following rights:

Right to correct your personal information:

You can view the information we hold about you and/or update and rectify any missing or incorrect data we hold about you through the candidate portal (you are provided access to your candidate portal on our website or club app when you register and set up an account). You can also ask us to update and rectify any missing or incorrect data we hold about you.

Right to be forgotten/have data deleted:

You have the ‘right to be forgotten’, this means you can request us to delete and stop processing your data at any time. This right is subject to any legal rights or obligations we may have to retain data.

Right to access and obtain a copy of your personal information:

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You have the right to request a copy of the data we hold about you.

Marketing:

We send communications to you via email or text communication. We deem as a member or social member that these communications are for legitimate interests. When we send marketing communications to you via email, you may opt out of receiving any further marketing communications by clicking the 'unsubscribe' or 'opt-out' function in the email. In addition, you can also exercise your opt-out right at any time by contacting us and providing the following information: your name, your email address, a contact telephone number, and the marketing communications you would like to opt out of receiving.

If you would like to exercise your rights or would like us to update information we have about you or your preferences, please email secretary@honitongolfclub.co.uk and any request will be actioned within 48 hours. The right to data portability: You have the right to download and export your information, and if requested, we will comply with your request within 30 days.

Website and Club App:

When you use our website or club app, we may collect your IP address. Any external links that are present on our site are safe to the best of our knowledge, however we take no responsibility for that content or the security of the link. Please see our terms of use on our website for information on cookies.

Where we store your data:

- Accounting software – financial processing
- BRS system – tee time bookings
- Club VI – membership
- Manual secure filing system – personal records

PROCEDURE CHANGES:

Any changes we may make to our Privacy Procedure in the future will be posted on our web site and recorded in the Club Management Folder stored in the administration office.

HOW TO CONTACT US:

If you have any questions or comments about this Privacy Procedure please email:

Club Manager: Adrian Cave secretary@honitongolfclub.co.uk

Honiton Golf Club Limited, t/a Honiton Golf Club, Middlehills, Honiton, Devon EX14 9TR

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Telephone: 01404 44422

You have a right to complain to the ICO (<https://ico.org.uk/>) if you think there is a problem with the way we are handling your data.

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