

## Privacy Notice – Huntswood Golf Club

This privacy notice describes how we use and protect any information that you give us when you become a member of Huntswood Golf Club.

We are committed to protecting your privacy and under Data Protection Regulations we will never pass on your personal details to any third party without your express consent. We can assure you that the information you provide when completing an application to join the club will only be used in accordance with this privacy statement.

### What personal data we collect

We may collect the following:

- Forename and Surname
- Address
- Date of birth
- Telephone numbers
- Email address
- Gender
- Handicap/CDH number
- Membership category
- Names of other clubs where you are/were a member
- Relevant medical information in accordance with our Buggy Policy
- Bank details if paying by direct debit through Premium Credit

### What we do with the data collected

We store data in ClubV1, a fully secure and compliant system hosted by Club Systems, and use it to administer your membership for the following reasons:

- Internal record keeping
- Sending subscription invoices
- Recording financial transactions regarding your membership
- Allowing tee time booking through BRS
- Contacting you with relevant non-marketing correspondence e.g. information regarding the course and competitions
- Maintaining a record of competitions you play in
- Maintaining your handicap record and related CDH number
- Providing your CDH number to the NAPGC (National Association of Public & Proprietary Golf Clubs) or other golf clubs for competitions you have entered with them

Hard copies of application forms/invoice payments and medical information are kept in a file in the Huntswood Office.

### Marketing emails

You will only receive emails regarding Club marketing or 3<sup>rd</sup> party marketing after giving consent. We are unlikely to send 3<sup>rd</sup> party marketing, but club marketing emails may include information about club social nights, functions or offers to club members. Without your consent you will not be subscribed to marketing communications after 25 May 2018. You can change your marketing preferences at any time.

### Who uses the information collected

- The Membership Secretary and Huntswood Office staff for administrative purposes
- The Huntswood Officers for competition and handicap purposes
- England Golf requires your name, gender and year of birth in order to monitor and run the Central Database of Handicaps
- ClubV1 publishes competition and handicap information to the HowDidI do website

- Premium Credit to process direct debit payments in relation to membership fees
- BRS for online booking purposes

Club Systems, Premium Credit and BRS have their own security and privacy policies which are available on request.

## **Data Retention**

Hard copies of your personal information will be retained for the duration of your membership. Electronic data will be retained on our ClubV1 database for one year after your membership ends, unless you request immediate erasure from the system.

This policy is effective from 25th May 2018.

*In case of any queries, please contact [events@huntswoodgolf.com](mailto:events@huntswoodgolf.com).*

*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 are being handled: 0303 123 1113 or [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).*