

**Privacy Policy**

**Introduction**

Here at Hickleton Golf Club, we take your privacy very seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

We understand the need for strict privacy of personal information. This document sets out our policy for maintaining privacy under the General Data Protection Regulation that came into force on Friday 25th May 2018.

The relationship between Hickleton Golf Club, its Members and its Visitors is based on the understanding that any information revealed by the member or visitor to the Golf Club will not be divulged without their consent. Our Members and Visitors have the right to privacy of their information and access to the complete nature of the information we hold about them.

**What Personal information do we collect from you?**

When you join or visit our Golf Club, we collect only the information required to be able to fulfil our contractual obligations to you as either a member or a visitor.

As standard, this will normally include your name, your address, your contact telephone numbers, your email address and your handicap.

In order to fulfil our obligations to some members, we may also require further information. For example in order to provide extra assistance in navigating the course or assistance in funding your membership via a third party. This extra personal information is classed as Special Category Data which will be offered by you and never requested from you.

In all cases, we will only share your information with internal and external data processors where essential to fulfil our contractual obligations to you.

**How will your information be used?**

When you join as a member or enter into a society event or open competition as a visitor we may share your information with external and internal data processors for example – Club V1/Howdidido, our membership administration system and CDH the national Central Database of Handicaps.

Your personal data is controlled internally by the clubs Data Controller who adheres to Hickleton Golf Club’s internal data protection policies and procedures.

**Marketing**

Either upon joining the club, as an existing member of the club or as a visitor to the club you will be offered the opportunity to opt in to enable us to correspond with you regarding items beyond those covered by our contractual obligations.

There are three levels of communication we wish to send out;

1. Information we believe is of legitimate interest to you as a member of the golf club. I.e. subscription renewals, AGM minutes, project updates, competition results etc.
2. Promotional material for events delivered by us, taking place at our Golf Club.
3. Promotional material for events delivered by third parties either at our golf club or external to our golf club.

**Individual Rights**

You have the right to request a copy of the information we hold about you. If you would like a copy of this information please email us on admin@hickletongolfclub.co.uk or write to the Data Controller at the clubs address. This information will be provided to you in a portable, machine readable commonly used format.

We want to make sure that your personal information is accurate and up to date so you may ask us to correct or erase information that you think is inaccurate.

At the time of collecting data, you have the right to object to the club holding certain information about you.

**Disclosures to Third Parties**

There are certain restricted circumstances in which Hickleton Golf Club may be required under law to disclose information to a third party. Any other type of disclosure rests with the member or visitor themselves and under no circumstances can any member of staff make a decision to disclose this information outside of our contractual obligations to do so.

**Changes to our privacy policy**

We keep our privacy policy under regular review and will place any updates on our website. This Privacy Policy was last updated on 24th May 2018.