

Market Rasen Golf Club Ltd

Use of Data Privacy Statement 1.5.18

The name and contact details of our organisation

Market Rasen Golf Club Ltd, Legsby Road, Market Rasen, Lincolnshire, LN8 3DZ
Contact person - Mark Davis, Operations Manager

The purposes and lawful basis of our processing

As a Golf Club we exist to offer our members and guests the facilities to play the golf course and enjoy the services offered by our club house including bar/catering, room hire etc. To ensure that we achieve this we gather and retain information about members and guests. The law requires us to have a lawful reason for retaining that data.

There are 5 permitted categories: -

1.Information required for performing the contract with the individual

This covers the data we hold regarding club membership - namely name, gender, age, contact details and handicaps. It also covers taking contact and payment details for completing a course booking, bar cards and card payment acceptance machines.

2.Information retained that requires a person's consent

From time to time we may wish to contact a member or guest with an offer or services which we consider would be of interest to them. We can only do this when the member or guest has previously actively consented to this, with a clear affirmative action.

Consent can in future be given when a new member completes an application to join the club. For existing members or guests consent needs to be given by e-mail, letter or as an option when signing in on the club's Wi-Fi system.

3.Complying with a legal obligation

For example, running DBS checks on volunteers working with children.

4.To protect a person in an emergency

For example, when someone collapses on the course and medical services need details to retrieve medical information.

5. Pursuing a legitimate interest

For example, when we contact members seeking volunteers to help out at an event.

We do not use automatic decision taking software.

a. A description of the categories of personal data stored

The data we routinely collect includes member's names, addresses, dates of birth, telephone numbers and email addresses. We collect this data directly from our members when they join the club via their membership application form.

For some of our members we may have additional information such as health information required in accordance with the club's buggy policy.

We keep member's handicap information and a record of your golf scores.

We don't keep member's financial details necessary to process subscription payments as this is managed by our provider of this option - GoCardless.

The data we collect from green fee and club house visitors are names and contact details (telephone and/or email). With regard to society bookings, open competition entries and hire buggies we also collect addresses /e-mails.

The data we collect from staff includes names, addresses, dates of birth, telephone numbers and e-mail addresses. We also collect data pertaining to their financial and employment records.

b. The categories of recipients of personal data

Personal data is shared with the England Golf to enable them to administer handicaps and with our Club Professional Joel Cant. We do not share our data with other third parties.

Our clubhouse Wi-Fi provision is provided through Wireless Social and, for those who consent, their data is kept on their secure servers for the Club to utilise.

c. Details of your transfers to third countries including documenting the transfer mechanism safeguards in place

None. We do not transfer data to third countries.

d. Retention schedules.

All records are kept whilst the member remains a member of the club. On leaving, data is retained for a maximum of two years and then destroyed. Other records are reviewed annually, and obsolete records are removed.

e. Your rights over your data

You have a right to access your personal data held by us. This will be provided free of charge in suitable format within one month of receipt of written request to the Operations Manager.

In the case where our processing of data is based on your consent, you have a right to withdraw that consent at any time.

You have a right to object to processing, correct errors, erase old data and limit the processing of data.

You have a right to lodge a complaint with the supervisory authority which is the Information Commissioners Office (ICO).

f. A description of your technical and organisational security measures

This information is mainly stored in digital form on computers and in the form of written documents stored in the club's main office. Written records of membership and consents are held securely.

Access is limited to the Directors, Operations Manager and his Assistant to ensure the smooth and efficient running of our Golf club. Handicap and competition information is also accessed by the Handicap committee and Club Professional. We regularly review who has access and ensure it is limited to only the appropriate individuals.

If you have any questions regarding the above information or you wish to update your details or remove your personal data from our records, please inform us using the [contact facility](#) on our website.