



BALLATER GOLF CLUB
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Privacy Notice for Ballater Golf Club

Purpose of this notice:

- The new General Data Protection Regulation (GDPR) comes into force on 25th May 2018
- Explain how, why and for how long we will use your personal data
- Explain how your data is shared

What we need from you

When you register as a member of Ballater Golf Club, or renew your membership, we will ask you for the following personal information:

- Contact details including name, address, phone number and email address
- Date of Birth – for membership category purposes and eligibility for events
- Payment details (if required)

Why we need your personal information – contractual purposes

We need to collect our members' and customers personal information so that we can manage your relationship with us. We may use your personal information to:

- Provide you with core members services, including confirmation of membership, membership cards and subscription requests
- Organise club activities
- Register your membership with the representative body (Scottish Golf) to provide details of the benefits it offers to members of clubs, including access to courses and competitions

Why we need your personal information – legitimate purposes

- Register your membership with Club V1 – Club Systems International
- Enable members access to BRS online tee booking service
- News and updates on Club activity
- Raise awareness of the club's activities by capturing photos and videos. We will use this for promotion and to record historical events
- Respond to and investigate your questions and comments

Why we need your personal information – legal obligations

We are under legal obligation to process certain personal information relating to our members for the purposes of complying with obligations under:

- The protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults
- To ensure we are compliant with the General Data Protection Regulation 2018

Other uses of personal information

We may ask you if we can process your personal data for other purposes. You will be provided with an explanation for the purpose of this request.

Who we share your personal information with

When we register your membership, we pass on your personal data to Scottish Golf who become the controller of your personal data in their own right.

We share your details with the Club PGA Professional who uses the data to provide members with any professional relevant activity e.g. golf lessons.

How we protect your personal information

Your personal information is accessed by our Club Managing Secretary, Council of Management and golf committee sections (a list is available). It is stored by our club in paper and electronic records, which are stored in a locked filing cabinet and where electronic, are protected by secure passwords.

How long we keep your personal information

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

Your rights

You have the right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes
- Request that we correct your personal data if it is inaccurate or incomplete
- Request that we delete your personal information

If you are dissatisfied, you have the right to raise a complaint with the Information Commissioners Office at www.ico.org.co.uk