

 **PRIVACY NOTICE**

**What we need**

Hollandbush Golf Club will be a “controller” of the personal information that you provide to us in this form / through this website.

**Golfers/Competitors personal data:**

When you register as a member of Hollandbush Golf club; renew your membership (including if you are registering or renewing on behalf of a child under the age of 18); or register to compete in a Hollandbush GC event or Hollandbush GC endorsed event we may ask you for the following personal information:

contact details – name, address, email address, date of birth, contact number etc.;

criteria – player, parent, volunteer, etc.;

payment details – bank account number, sort code, card details, etc.;

participation details – for example, club, etc.; and

 equality information – for example, disability, etc.

**Volunteers personal data:**

When you volunteer with Hollandbush Golf Club , we may ask you for the following personal information:

 contact details – name, address, email address, date of birth, etc.;

 participation details – for example, club, etc.;

payment details – bank account number, sort code, card details, etc.;

 equality information – for example, disability, etc.; and

 any other personal information, for example, PVG membership, clothing sizes etc.

**Players personal data**

When you are selected as a member of the Hollandbush Golf Club team, we may ask you for the following personal information:

 Contact details – name, date of birth, address, email address, phone number, parents name, parents email, parents phone number, coaches name, coaches email

 Membership criteria – tier level, national squad

 Participation details – home club, area/county, CDH number

 Social media account details – instagram, twitter, facebook

 Medical information – allergies, dietary requirements, pre-existing medical conditions

 Passport details

 Clothing size

**Why we need your personal information – contractual purposes**

**Golfers, Volunteers and Players personal data:**

We need to collect personal information so that we can manage your membership. We will use our members’ personal information to:

 set up your online membership account;

 send you membership communications [by post or email] in relation to essential membership services

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

**Why we need your personal information – legitimate purposes**

We also process our golfers’, volunteers’ and players’ personal information in pursuit of our legitimate interests to:

 promote and encourage participation in golf by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;

 provide competition in golf by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;

 monitor and develop participation in golf by monitoring members’ engagement and participation and inviting our members to participate in surveys for researching and development purposes;

 invite our members as award winners or guests to our annual awards

 develop and maintain our members’ qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / safeguarding requirements;

 respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to golf;

**Volunteers personal data:**

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or protected adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

**Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our golfers, volunteers, players, etc. for the purposes of complying with our obligations under:

 the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and protected adults;

 the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary;

**Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

**Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this for promotional and/or journalistic purposes.

Your personal information collected from participation in an event may be shared with our patrons, sponsors and partners for specific purposes only eg The R&A in relation to WAGR calculations.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, Children 1st, Professional Golfers Association (PGA) and Police Scotland for the purposes of safeguarding children and/or protected adults.

We may also share personal information with our professional and legal advisors for the purposes of taking advice

Hollandbush Golf Club employs third party suppliers to provide services, including [IT, CDH, Club systems]. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

**Players personal data**

We publish the results of our competitions on our website. These may include competitors’ name, age category, home club or country, county/area, result.

We may also be required to share information regarding a member’s health.

**How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the UK/ EU and is accessed by our staff / volunteers for the purposes set out above.

Hollandbush Golf Club will take steps to ensure your personal information is adequately protected.

**How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold.