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# **Peterculter Golf Club**

## **Privacy Notice**

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## What we need

Peterculter Golf Club is a private members club, run by a Management Committee that is made up of volunteers, and staff who are employed to carry out the day to day running. The Club is affiliated to Scottish Golf.

Peterculter Golf Club will be a “controller” of the personal information that you provide to us in this form, including information that is behalf of a child under 18)

## Members

When you apply to become a member of Peterculter Golf Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18, we will ask you for the following personal information:

- name, address, email address, contact telephone numbers and date of birth;
- membership category – for example, full adult; social;
- golf handicap information;
- for volunteer coaches only: PVG Membership; PGA Licence; Safeguarding and Protecting Children workshop certificate;
- for coaching participants only: Pre-existing medical conditions.

## Visitors

When you book a tee time online with Peterculter Golf Club, we will ask you for the following personal information:

- name, address, email address, telephone numbers;
- golf handicap information.

## Why we need your personal information – contractual purposes

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

- provide you with core member services, including handicap maintenance;

- send you membership communications, by post or email, in relation to essential membership services, including but not limited to: annual general meeting notices, membership renewals, membership fees’ information, etc.

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.

## Visitors

We need to collect your personal information so that we can honour your booking and to enable you to play the course, or participate in competition, event, etc.

If you do not provide us with all of the personal information that we need to collect then this make affect our ability to book your place.

## Why we need your personal information – legitimate purposes

### Members

We also process members’ 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 or photographed 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 through newsletters and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our annual prize giving;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to golf. Should a complaint be made

to the Management Committee, for example, we will use your personal information to investigate the complaint, to suspend membership, take disciplinary action, etc.; and

- pass your contact telephone number to another member to allow for a golf match/competition to be arranged and have a list of contact numbers available in the Clubhouse for the same purpose.

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 on [info@petercultergolfclub.co.uk](mailto:info@petercultergolfclub.co.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

#### **Visitors**

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#### **Volunteer Coaches**

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 vulnerable adults.

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

- The Club Constitution requires us to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

#### **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 with Scottish Golf for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include Scottish Golf, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

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

Peterculter Golf Club employs third party suppliers to provide services, including BRS, Club Systems, etc. 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.

As an affiliated club of Scottish Golf we are required to ensure that all of our members are members of Scottish Golf as a condition of our affiliation.

We will share your name and handicap information for inclusion in the Central Database of Handicaps with Scottish Golf who will become a controller of your personal information when they receive it. Scottish Golf’s privacy notice explains how they use your personal information and can be accessed here <https://www.scottishgolf.org/wp-content/uploads/Scottish-Golf-Privacy-Notice-Club-Volunteers-Players-Members.pdf>

We publish the results of our competitions on our website. This includes competitors’ name, handicap and result.

### **How we protect your personal information**

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

### **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. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 10 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Peterculter Golf Club and for how long.

### **Your rights**

You can exercise any of the following rights by writing to us at Oldtown, Burnside Road, Peterculter AB14 0LN / [info@petercultergolfclub.co.uk](mailto:info@petercultergolfclub.co.uk).

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Peterculter Golf Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

May 2018