



Mowsbury Golf Club, Privacy Statement

Purpose

This statement sets out how The General Committee of Mowsbury Golf Club manages personal data (both electronic and hardcopy) of golf club members and where appropriate suppliers and non-members, in line with the General Data Protection Regulations, from 25th May 2018.

What Information Does the Club Retain

Members: A member of Mowsbury Golf Club is any individual who has paid their annual subscription to the club by 1st April in any given year. The club holds the following generic information:

- Name
- Address
- Age
- Gender
- Phone numbers
- Email addresses
- Subscription payment and membership history
- CDH and golf handicap information
- County Card information (where relevant)
- Reference details for new members
- Participation in club events/functions
- Records of interaction with the club eg letters, emails, applications, telephone conversations
- Health and Disability where provided by the member

Suppliers: The club uses a range of suppliers to meet the needs of the membership. The data held includes company name, company contact, email address and telephone numbers. Unless requested the club will not provide member details to suppliers.

Non-Members: On occasions the club receives requests and/or enquiries from non-members. As a result the club may receive personal information.

Juniors

Juniors aged 18 years and under will be covered by the club's Safeguarding policy. Parents contact details will be held.

Why Is This Data Held

Only data (listed above) that will enable the club to manage its affairs on behalf of club members will be retained.

How is Data Held

The principal format is electronic. The club uses Club V1 software, provided by Clubsystems to manage members information, this is password protected. In addition the club uses electronic communication ie email to provide information to members, suppliers and non-members.

MGC also has a club website, password protected, maintained by Clubsystems which holds member and supplier information. Supplier information will only be included at the suppliers request and where it is in the interests of the members. Member information is held in the Members Only section of the site, which can only be accessed by individual member email address and password. Members can create their own privacy settings and agree to opt in or out of marketing information.

On occasions information in hardcopy is requested, retained and stored in the club office eg entry forms for Knock out Competitions.

Who Has Access To This Data

The data is held under the control of the MGC General Committee who can delegate access to other club committees eg Ladies Committee, Competitions (including club and scratch teams) and Social Committees. Non-Committee members will not be provided with access unless approved by the General Committee.

Members Rights

- To request information that the club holds on them within one month of the Secretary receiving a written request.
- To have their information deleted by the club on request when resigning membership.
- To have information forwarded to a new club upon request.
- Not to receive marketing information from third parties unless consented too.

Members Obligations

- To advise the club secretary upon change of personal details in line with the above.
- Where a member has an email address to set their privacy details on the club website (www.mowsburygolfclub.co.uk).

Disclosure: Information will be provided to third parties in the following situations:

- When requested or agreed to do so by you.
- To England Golf and the Bedfordshire County Golf Union for handicap, county cards, competition entries, disciplinary and grievance issues and any other associated issues as they arise.
- Information of direct benefit to members **from** Commercial Partners.
- To police and law enforcement agencies investigating criminal proceedings.

Complaints

Any member wishing to complain as to how their personal information is used by the club should put their complaint in writing, detailing the nature of the complaint to the club secretary, Mr C.P. Hope, who will arrange to investigate.

C.P. Hope, Secretary

Date 15/05/18