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# LISBURN

*golf club*

## **Privacy Policy**

### **Your data:**

Lisburn Golf Club is required to collect and use personal data in order to meet certain employer and member requirements in administering the Club's duties and/or (in some cases) that the processing is necessary for compliance with a legal obligation to which the Club is subject.

### **What Information do we collect about you?**

When you join, or visit our Golf Club, we collect only the information required from you to be able to fulfil our contractual obligations to you as a visitor or member.

With your permission, we may also collect further information which allows us to contact you regarding events and promotions at the Club.

As an employee, we collect only the information required to fulfil the contractual relationship between you and the Club and we only share this data with internal and external processors.

### **How the information about you will be used:**

When you join as a member or enter into a society event or open competition we may share your information with internal and external data processors. Your personal data is controlled internally by the Club's Data Protection Officer who adheres to Lisburn Golf Club's internal data protection policies and procedures. We require this information to administer your membership and/or provide you with the products and services you have requested from us. You are responsible for keeping your password(s) and user details confidential.

### **Marketing:**

You may have opted in for us to be able to correspond with you regarding our activities including events and competitions by way of post, telephone, email and SMS.

We don't share your data with external marketing companies who would contact you this way. If you have consented to this correspondence, you can opt out or unsubscribe at any time

### **Individual rights**

You have the right to request a copy of the information that Lisburn Golf Club holds about you. If you would like a copy of this information please write to, or e-mail the Club's General Manager using the details in the 'How to contact us' section below.

We want to make sure that your personal information is accurate and up to date; you may ask us to correct or erase information that you think is inaccurate and at the time of collecting the data, you have the right to object to the Club holding certain information about you.

## **How to contact us**

If you need any further information please write to:

The General Manager. Lisburn Golf Club , 68 Eglantine Road, Lisburn, BT27 5RQ

or e-mail: [manager@lisburngolfclub.com](mailto:manager@lisburngolfclub.com) .

## **CCTV**

Lisburn Golf Club uses CCTV to capture images of individuals or information relating to individuals for Health and Safety and crime prevention.

Data is processed fairly and lawfully and images of people and the information which is derived from images are covered by the Data Protection Act.

Recorded material is password protected and stored for a maximum of 28 days.

Advisory Signs are in use at the premises

## **Electronic payments**

Lisburn Golf Club complies with the security requirements of the credit card Payment Card Industry Data Security Standard (PCI DSS) Program and compliance is validated annually.

PCI requirements apply to all systems that store, process, or transmit cardholder data.

Electronic storage of cardholder data is not conducted or permitted.

## **Changes to our Privacy Policy**

We keep our privacy policy under regular review and will place any updates on the notice board and on the Club website.

This privacy policy was last updated in May 2018.