



## VISITOR PRIVACY STATEMENT

Doncaster Golf Club holds certain information about Visitors (“personal data”) which is required to enable the Club to operate as a Private Members’ Golf Club. The Club is now required by law to give you certain information about the data we hold about you, how we use it, and the safeguards that are in place to protect it. This statement is designed to give you that information.

### **Why we hold your personal data**

Your personal data is used for the administration requirements of Doncaster Golf Club relating to enquiries you make regarding Club services and bookings regarding use of the Club’s services. Subject to your agreement, we may also use this information to send you information on Club services.

### **What personal data we hold and how we obtain it**

The types of personal data we hold and process about you can include:

- Contact details, gender and, where relevant, date of birth
- Golf Club membership details, including handicap record
- Financial records relating to payment of fees
- Record of correspondence with you and of any matters that may have arisen during your use of Club services
- In the case of children and young people, data required as part of the Club’s safeguarding policy and as provided by a Parent / Guardian
- Under certain circumstances, information relating to a medical condition. This information will only have been obtained with the specific permission of the visitor and with the purpose of enabling the visitor to participate in activities when using Club services

All of the information identified above is provided either directly by you or your designated contact.

### **How we will use your personal data**

We may use your personal data for all matters relating to the management of Doncaster Golf Club. This can include the following purposes:

- to contact you regarding a specific enquiry or event and, subject to your agreement, to communicate with you regarding Club services that may be of interest to you.
- to maintain details of your participation in a specific event
- for statistical and financial modelling

- to comply with the Club's Safeguarding Children and Young People Policy and Procedures

### **Protection of your personal data**

The bulk of your personal data is stored electronically either on the Club's IT equipment or on specialist software hosted by others and widely recognised in the golf industry.

The Club's IT equipment is purchased via a specialist provider who advises on security measures, monitors the Club's server for irregularities and carries out an annual inspection of this equipment. This service includes up to date advice on the most appropriate anti-virus protection.

Specialist software is used for visitor records and golf event administration. This service can include the provision of certain hardware (ie touch screens, tills). Your data will be transferred to these providers who all have effective privacy arrangements in place.

Access to electronic records is password protected, with data available to staff and volunteers limited to that necessary to carry out their duties.

In some cases, for ease of use, personal data may be held in paper form. Any such data will be stored in locked cupboards and only made available to staff and volunteers if required to carry out their duties.

Paper records containing personal data are destroyed by shredding.

All staff and volunteers will be made aware of their responsibilities regarding this policy.

### **Disclosure of your personal data**

We will generally only disclose personal data if specifically requested to do so by the visitor concerned or to the visitor's home golf club or a governing body for the purpose of administering the sport at a local or national level.

### **Retention of your personal data**

We will keep your personal data for as long as is necessary to fulfil the purposes set out above.

### **Your rights**

You have a right to access and obtain a copy of the personal data that the Club holds about you and to ask the Club to correct your personal data if it is incorrect. In some circumstances you may also have a right to ask the Club to erase or restrict the processing of certain personal data. You can obtain further information about your rights from the Information Commissioner's Office ("the ICO") at [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113). You should contact the Honorary Secretary on 01302 865632 or [secretary@doncastergolfclub.co.uk](mailto:secretary@doncastergolfclub.co.uk) if you require any further information on this privacy statement.