****

**ABERSOCH GOLF CLUB - PRIVACY POLICY**

**What Information Do We Collect About You?**

We collect information about you when you join our Golf Club. We collect only the information required from you to be able to fulfil our contractual obligations which includes being able to contact you to send you a subscription renewal notice, AGM papers and to administrate competitions at the Club.

**How Your Information About You Will Be Used.**

We use the information collected to allow us to fulfil our contractual obligations to you as a member which will include contacting you by post. In order to fulfil our contractual obligations to you as a member, we share your information with external and internal data processors (e.g. Club Systems, BRS Ltd.) but your personal data is administered internally by the Club’s Data Protection Officer who adheres to the Club’s internal data protection policies and procedures.

**Marketing**

We would also like to be able to correspond with you regarding our activities including events and competitions by way of post, telephone, email and mobile connections. We do not share your data with any external marketing companies who would contact you in this way. If you have consented to this correspondence you can opt out at any time.

**Individual Rights**

You have the right to request a copy of the information we hold about you. If you would like a copy of this information, please email us on [manager@abersochgolf.co.uk](mailto:manager@abersochgolf.co.uk) or write to the Data Protection Officer at the Club – Abersoch Golf Club, Golf Road, Abersoch, Gwynedd LL53 7EY. This will provided to you in a portable, machine readable commonly used format.

We want to make sure that your personal information is accurate and up to date, so you may ask us to correct or erase information you think is inaccurate.

At the time of collecting data you have the right to object to the Club holding certain information about you.

This information is provide free of charge.

**Changes To Our Privacy Policy**

We keep our Privacy Policy under regular review and will place any updates on our website. This Privacy Policy was last updated on 18 March 2018

**How To Contact Us**

If you need any further information, please email us on [manager@abersochgolf.co.uk](mailto:manager@abersochgolf.co.uk) or write to us at Abersoch Golf Club, Golf Road, Abersoch, Gwynedd LL53 7EY

March 2018



**ABERSOCH GOLF CLUB – PRIVACY PROCEDURES**

The name of the Club’s data controller is currently Mr D Davies, Club Management and can be contacted at Abersoch Golf Club, Golf Road, Abersoch LL53 7EY. The data controller will report directly to the Club Management or the Executive Committee.

Our primary third party data management software is Club Systems Ltd, which looks after membership personal information data, website, handicap administration, competition administration, subscription maintenance and bar card information. In addition we use BRS Ltd for tee booking management, Premium Credit PLC for subscription instalment management and Parking Eye Ltd for car park management systems including members’ season tickets. There may be other small providers who we share data with but the data is controlled by the Club. All members of staff who have access to these facilities are covered and bound by the Club’s Privacy Policy.

Any breaches in data security must be reported to the Club’s data controller who will consider what action to take to safeguard the data and if necessary contact the Information Commissioner’s Office.

The data controller will have authority to maintain control of passwords on all the Club’s computer equipment, including all laptops or storage devices taken off premises and personal equipment used to access data remotely.

The data controller will ensure that all personal data shall be securely held and determine who has the right of access from the Club.

The data controller will ensure that the policy and procedure documents are reviewed regularly and at least annually.

The data controller will ensure that the data processors are aware of the regulations, trained and understand their obligations. This includes all staff involved with data processes, internal competition and society administrators, and any third party agents working temporarily for the Club.

The data controller will ensure that data relating to staff is held securely, privacy statements are offered and if signed, recorded and securely stored and any non-relevant data is destroyed once they leave employment.

The data controller will receive any requests from members/visitors/guests/staff who are seeking the extent of the data the Club holds on them, where it was obtained and why it is stored. The data controller will also liaise with the Information Commissioner’s Office on behalf of the Club, keeping the Club Management and Executive Committee advised. The data controller will respond to requests in a timely fashion adhering to the legal requirement of 30 days.

The data controller will create any impact assessments required through a change in the data controller, or third party data processors.