

Application for House Membership

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| --- | --- |
| Full Name |  |
| Address |  |
| Telephone Number |  |
| Mobile Number |  |
| Date of Birth |  |
| Email address |  |
| I agree to receive communications the Club by e-mail. |  **Y/N** |
| I agree to the Club sharing my information with members |  **Y/N** |
| I agree to the Club sharing my Information with Club V1 |  **Y/N** |
| Date |  |
| Signed |  |
|  | **Please see notes for information about data that the** **Club shares with others** |

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| --- | --- | --- |
| Annual House membership | **£42** |  |

It is incumbent upon the applicant to notify the Managing Secretary of any change of address, email address, bank account details or other relevant circumstances.

Please complete and return this form to:

Secretary@dngc.co.uk

Jonny Chaisty, Managing Secretary,

Dunblane New Golf Club,

Perth Road,

Dunblane , FK15 0LJ Telephone: 01786 821527

If you wish to pay by direct debit, please complete the dd form and return the hard copy to us.

**DNGC GDPR - Privacy Notice**

Dear Member

**Dunblane New Golf Club (the "Club")**

**EU - General Data Protection Regulation**

New regulations protecting your personal data, and setting down new data protection rights, take effect from 25th May 2018. This letter summarises the key matters for you, as a member of the Club.

**What personal data does the Club hold for you and why?**

In managing the Club, the Board holds personal data for you, and acts as the "data controller" (a legal term defined under the EU legislation) in respect of that personal data. The Board considers that it has a legitimate interest in holding your personal data to ensure that the correct subscriptions are received under the payment process agreed with you, to facilitate Club communications with you, and to enable members to contact each other directly to participate in Club competitions. This data includes your name, address, phone number, email address, ("contact information"), your gender, date of birth, date of joining the Club, and your banking details (if relevant).

Additional information may be held in specific circumstances. For example, applications made under Child Protection Disclosure from volunteers helping with Junior members are held for legal reasons, or in the unfortunate event of an accident on the course, medical information may be requested. This may result in the Board holding sensitive personal information about you, and in these circumstances we will seek your consent to gather and retain this information, at the time it is needed.

**Who has access to your personal data?**

Your personal data records are held and maintained for our Club by the Club Secretary. In most circumstances, only authorised Club office staff, Club officials, or the Club's professional and legal advisers, have access into this information. The exception to the above is in respect of the BRS system (Club course bookings), where the Professional /Shop staff and the Club Caterer have authorised access into the system, to help manage these sub-contracted Club services.

The Club will not pass your personal information onto any other 3rd party, without your consent.

Members who are registered with HowDidIDo (part of Club Systems International Ltd) will also have their personal data held by this 3rd party, (eg handicaps) under a separate agreement between the Club member and HowDidIDO. If you are registered with HowDidIDo, and unless you instruct the Club otherwise, then the Club will pass your competition performance scores directly to HowdidIDo, enabling that organisation to contact you with the competition results and any changes to playing handicaps.

**Is the data held securely?**

Information is held on a number of different systems, and access on any system is always restricted to those who require that specific information to undertake a specific function. Any paper records, eg Club membership application forms, are held in a locked cupboard, and key access restricted to authorised officials.

Membership personal data is not currently held, or accessed, from any locations outside the European Economic Area. Any change to this position will require Board consent, and prior to agreeing to this, we will ensure that the data so transferred is subject to suitable protections in compliance with the EU regulations.

**How long will the personal data be held by the Club?**

Should you resign from the Club, your personal data records will normally be retained for up to 18 months, (until the approval of the Club Accounts which cover the accounting period inclusive of your final subscription payment). The records may be retained beyond this retention timeframe in the event of legal actions (or potential legal actions) against the Club, or if a court order is received requiring the Club to retain a members data, or in the event that the member has outstanding subscriptions when leaving.

**What are your data protection rights?**

The new data protection regulations also set down your rights, in terms of the Club holding your personal data, specifically your rights to:-

1. be informed regarding what data is being held, and why
2. to have access to the data being held to verify accuracy
3. to be able to rectify any errors in the data
4. to request the erasure of the data being held
5. to withdraw consent at any time, where consent has been previously provided
6. to object to the processing of your personal data
7. to request that the processing of your personal data be restricted

The regulations also include other rights for individuals in terms of direct marketing, data portability, and automated decision making.

Information in respect of Club services will be provided to you by email, unless you arrange another acceptable form of communication method with the Club. Club event promotional emails (including Catering and the Professional's shop) and any other 3rd party marketing will only be issued if you have consented for such communications in respect of each type of marketing.

In the event that your consent has been given to the Club holding sensitive data, e.g. Child Protection Disclosure application, then the rights of data portability will apply to this sensitive data.

**Who do you contact for more information?**

The Club takes actions aiming to ensure that member contact details are kept up to date, and we ask that members help by keeping their personal information up to date, using the "hub" on the Club website. Members do have the right to see what data we are holding in respect of their personal record, and such access requests should be referred directly in writing to the Managing Secretary:-

Mr Jonny Chaisty
Dunblane New Golf Club
Perth Road
Dunblane
FK15 0LJ
email - secretary@dngc.co.uk

Please note that any requests to erase any member records will only be agreed if there is no over-riding requirement for the Club to continue holding the records to allow full and proper management of the Club, including the need to maintain historical records for preparation of the accounts.

You can find more information about the new regulations from the Information Commissioner's Office, including the right to complain to the Information Commissioner, with contact details available on www.ico.org.uk

In conclusion, the Club Board has undertaken a review of our Club systems and processes, as they relate to members personal data, has put in place procedures to ensure that the data is used for Club membership purposes only, and has set down review procedures in terms of assessing information security. A copy of the formal Club GDPR Policy can be accessed by members on the Club website, and members should note that any updates to the Club GDPR Policy will be published on the Club website.

If you have any queries and/or concerns regarding these matters, please either contact

Jonny Chaisty (Managing Secretary) or myself.

Thank you.

Lesley Blair
DNGC Chairman