



Aboyne Golf Club
Formaston Park
Aboyne
Aberdeenshire
AB34 5HP

3rd April 2018

Privacy Notice – Aboyne Golf Club website

Aboyne Golf Club takes your privacy seriously. We are a controller of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights and how to exercise them. This follows the new Data Protection Legislation which comes into force on the 25th May 2018.

What we need from you

When you register as a member of Aboyne Golf Club or renew your membership, we will ask you for the following personal information:

- Contact details including name, address, phone number and email address
- Date of Birth – to calculate membership category and eligibility for events
- Payment details – if required

Why we need your personal information – contractual purposes

We need to collect our members' and customers personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core members' services, including confirmation of membership, membership cards and subscription requests.
- Set up an online membership account enabling you to manage your membership and communication preferences.
- Organise club activities
- Register your membership with the representative body, Scottish Golf, to provide benefits they offer to members of clubs, including access to courses and competitions.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the club activity.
- Opportunities to get involved and general meetings and events
- Raise awareness of the club's activities by capturing photos and videos. We will use this for promotion and development purposes
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Why we need your personal information - legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults
- To ensure we are compliant with the Data Protection Legislation 2018

Other uses of personal information

We may ask you if we can process your personal data for other purposes. Where we do so, we will provide you with an additional privacy notice explaining the purpose of this request.

Who we share your personal information with

When we register your membership, we pass on your personal data to Scottish Golf who become the controller of your personal data in their own right.

We may require to share personal information with statutory or regulatory authority e.g. Disclosure Scotland and Police Scotland.

We share your data with the Clubs Director of Golf/PGA Professional, who uses the data to provide the members with any professional activity relevant to members e.g. golf lessons, golf equipment, events etc. The Director of Golf becomes the controller of your personal data in his own right and must maintain the integrity of the data and with whom he shares the data e.g. his employees and Foremost Golf Ltd (who assist with membership mailing lists)

How we protect your personal information

Your personal information is accessed by our club secretary and council office bearers (a list of whom is available). It is stored by our club in paper and electronic records, which are stored in a locked filing cabinet and where electronic are protected by secure passwords.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide membership and customer services. Unless you ask us not to, we will review and delete personal information where you have not renewed your membership with us for three years.

You have the right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes
- Request that we correct your personal data if it is inaccurate or incomplete
- Request that we delete your personal information.

If you are dissatisfied, you have the right to raise a complaint with the Information Commissioners Office at www.ico.org.uk .

The Council
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