



Data Privacy Policy

1. About this Policy – Registration reference DPA4821

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it;
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy, for example when you complete the membership application form;
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice; and
- 1.4 We will always comply with The Data Protection (Bailiwick of Guernsey) Law, 2017 (as amended) when dealing with your personal data. Further details on the GDPR can be found at the website for The Office of the Data Protection Authority Information Commissioner (www.odpa.gg). For the purposes of the GDPR, we will be the “data controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are L’Ancrese Golf Club (“the Club”). We can be contacted at lancresegolfclub@cwgsy.net.

3. What information we collect/hold

- 3.1 We process personal data about prospective, current and past members and staff;
- 3.2 Names, addresses, telephone numbers, email addresses and other contact details/information;
- 3.3 Financial information on who pays fees to the Club;
- 3.4 Competition and handicap records; and
- 3.4 Data in connection with employment of staff.

4. How we protect your personal data

- 4.1 The Club will not transfer your personal data outside of the European Economic Area unless we are satisfied that the personal data will be afforded an equivalent level of protection;
- 4.2 The Club have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction;
- 4.3 Please note, however, that where you are transmitting information to us over email or via the internet, then given that data is not always encrypted, we cannot definitely guarantee the security of this information; and
- 4.4 The Club will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to some of the information you provide us?

- 5.1 The Club will never sell your personal data. The Club will not share your personal data with any third parties not involved in the Club, without your prior consent (which you are free to withhold) except where required to do so by law or paragraph 5.2 below; and
- 5.2 Some of the Club’s systems are provided by third parties hosted database at howdidido.com and England & Golf for example. We will share some of your data with them as necessary to enable your participation in golf – your name and handicap index for example. This is always subject to contractual assurances that this data will be kept securely and only in accordance with the Club’s specific directions.

6. How long does the Club keep your information?

- 6.1 The Club will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations;
- 6.2 The Club will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data with the exception of retaining your personal data in an archived form in order to be able to comply with future legal obligations, including but not limited to compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims; and
- 6.3 The Club securely destroys all data once we have used it and/or no longer need it.

7. Your Rights

- 7.1 You have rights under UK and EU data protection law, including:-
 - 7.1.1 to access your personal data;
 - 7.1.2 to be provided with information about how your personal data is processed;
 - 7.1.3 to have your personal data corrected;
 - 7.1.4 to have your personal data erased in certain circumstances;
 - 7.1.5 to object to or restrict how your personal data is processed; and
 - 7.1.6 to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 If you wish for us to erase your data, then please contact us at lancessesgolfclub@cwgsy.net;
- 7.3 If you have any concerns about how we process your personal data please contact us at lancessesgolfclub@cwgsy.net. The Club will respond to any such written requests as soon as is reasonably practical; and
- 7.4 You also have the right to take any complaint about how we process your personal data, should you not be satisfied with how your enquiry has been dealt with to The Office of the Data Protection Authority. The Commissioner recommends that steps are taken to resolve the matter with the Club before involving them.

8. Opt out

- 8.1 It is the Club's view that it would be impractical to offer any opt-out arrangements, as it would result in multiple systems and alternative processes.

For more details, please address any questions, comments and requests regarding our data processing practices to our Club Manager – lancessesgolfclub@cwgsy.net.