



MEMBER PRIVACY STATEMENT

Doncaster Golf Club holds certain information about Members (“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, as set out in the Club Rules, Bye Laws and any current Policies/Procedures.

What personal data we hold and how we obtain it

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

- Member profile, including contact details, gender and date of birth
- Membership details, including date of joining, proposer and seconder and membership category
- Playing and handicap record
- Financial record relating to payment of membership fees and use of member card
- Record of correspondence with you and of any matters that may have arisen during your membership
- 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

All of the information identified above is provided either directly by you or through your own use of Club facilities.

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 and, for Club related matters only, to enable another Member to contact you.
- to maintain details of membership and request payment of associated fees

- to provide membership services, including use of member card, participation in golf events and maintenance of playing record
- for statistical and financial modelling
- to comply with the Club's Safeguarding Children and Young People Policy and Procedures
- to provide information that, following resignation from the Club, may be of use should you wish to re-join or join another Golf Club.

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 membership 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.

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 or via their telephone helpline (0303 123 1113). You should contact the Honorary Secretary if you require any further information on this privacy statement.

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