



Carrbridge Golf Club

PRIVACY NOTICE

General Data Protection Regulation

Carrbridge 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 as a data subject and how to exercise them.

What we need from you

When you apply for membership of Carrbridge Golf Club or renew your membership (including if you are registering or renewing on behalf of a young person aged 16 or under), we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Date of birth – to calculate membership category and eligibility for events and courses.
- Membership details for any other Golf Club so that we can update your handicap details.
- Emergency contact details – for members under the age of 16

If you do not provide us with all of the personal information that we need this may affect our ability to offer you membership.

Why we need your personal information.

Contractual purposes

We need to collect our members personal information so that we can manage your relationship with us:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal and Insurance cover.
- Register your membership with the representative body, Scottish Golf.

Legitimate purposes

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

- Provide you with news and updates about the activity of the club, opportunities to get involved in club competitions, general meetings or other events.
- Raise awareness of the club’s activities by capturing photos. We will use this for promotion, on our website, on social media and in the Local Newspaper.

Legal obligations

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

- 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.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Who we share your personal information with?

When we register your membership with Scottish Golf we pass on your personal data and Scottish Golf become a controller of your personal data. Scottish Golf provides full details of how it uses your personal data in its own privacy notice and will not use it for any other purpose.

Your contact information (phone number/email address) is shared with other members (via the Scottish Golf app) unless you advise us not to enter you in the Membership Directory. You can remove your entry from the Membership Directory from within the Scottish Golf app. We do not enter Junior Members under the age of 16 in the Membership Directory but the member themselves may do so.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

How we protect your personal information

Your personal information is accessed by the Secretariat, the Treasurer and the Match and Handicap Committee, only for the purposes set out above. Access rights must be approved by a Club Officer.

The information is stored electronically both locally and on secure cloud storage, plus paper format. Computers used to store or access your personal information are password protected. The Secretary and Treasurer may take information to their own homes for the purposes of carrying out their tasks relating to membership of the Club.

Your personal data is transferred to Scottish Golf by inputting it into a password-protected database.

How long we keep your personal information.

We only keep your personal information whilst you are a member of the club and all information will be securely deleted within 3 years of your membership ending.

The GDPR provides you with:

- The right to be informed.
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing.
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

CONSENT

Being a member of Carrbridge Golf Club, it is assumed that you have given consent for your personal data, which you have supplied on application to join the club, to be collected and used in accordance with this Notice. You are agreeing that the club will record, store and process your data.

You may withdraw the consent to the use of your personal data for means of communication and you also have the right to obtain details, amend and delete your personal data at any time by contacting Carrbridge Golf Club via e-mail:

secretary@carrbridgegolf.co.uk

or in writing to the address below.

The Secretary
Carrbridge Golf Club
Inverness Road
Carrbridge
PH23 3AU

March 2021

