

# The South Buckinghamshire Golf Club - Privacy Policy

At The South Buckinghamshire Golf Club, we take your privacy seriously and this privacy statement explains what personal data or information we collect from you and from people who visit our website and how we use it.

## Who are we?

The South Buckinghamshire Golf Club is not a registered company, our contact address is The South Buckinghamshire Golf Club, Park Road, Stoke Poges, Slough, SL2 4PJ. For the purposes of Data Protection The South Buckinghamshire Golf Club , is a registered data controller (*ICO registration number, ZA248544*).

## What personal data or information do we collect?

We only collect personal data from

- current, past, and prospective members and
- open competition participants

These data include names, dates of birth, addresses, email addresses, telephone numbers, financial transactions with the club, handicap and playing history, pictures taken during club events..

## How do we collect data or information from you?

- From your Membership Application Form or open competition signup forms
- Make an enquiry via our website or via the telephone
- Take part in a prize draw or competition
- When you choose to receive news, updates or press releases
- Exchange business cards with a member of the golf club

## How is your information used?

We collect your personal data or information to operate our golf club effectively and provide you with the best information on our products and services.

We may use your information to:

- To administer your golf club membership
- To inform The South Buckinghamshire Golf Course management of your membership so you will be granted members' conditions at the course
- To answer enquiries that you make prior to any agreement or contract.
- To keep you informed about our services, our insight into golfing trends and best practice, and invites to events, if you have opted-in to receive these communications.
- Notifying you of your results
- To process payments
- To maintain security of our IT infrastructure
- To invoice you, and to track payments you make or payments made to you

We believe that all these purposes are justified on the basis of our legitimate interests in running and promoting the golf club, to deliver appropriate membership services to you, and our legal obligations, as a golf club. If you would like to know more, please read below:

### Details of our processing

	Type of Data Held	Length of Time Held	How Data is Held
Members	<ul style="list-style-type: none"> <li>Name and contact information.</li> <li>Emergency contact details.</li> <li>Information and documents relating to the membership we are providing, including communications with you.</li> <li>Billing and payment information.</li> <li>Member's handicap</li> <li>Scoring history</li> <li>Under 18's medical conditions requiring treatment.</li> </ul>	<p>We will retain information about you for the duration of your membership relationship with us, then for an additional 6 years.</p> <p>We retain financial records for 6 years, following the end of the current financial year.</p> <p>Handicap details are retained indefinitely</p>	<p>Data is stored on HandicapMaster which is hosted in secure servers within the EEA  <a href="https://www.handicapmaster.org/about/privacypolicy.php">https://www.handicapmaster.org/about/privacypolicy.php</a></p> <p>Data is stored in manual records in locked filing cabinets and computer held records are password controlled.</p> <p>Handicap details and scoring history are shared with MasterScoreboard  <a href="https://www.masterscoreboard.co.uk">https://www.masterscoreboard.co.uk</a></p>
Prospective Members	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Information and documents relating to the services we are providing, including communications with you.</li> </ul>	<p>We will retain information about you for the duration of the enquiry, then a further two years.</p>	<p>Data is stored in HandicapMaster which is hosted in secure servers within the EEA.  <a href="https://www.handicapmaster.org/about/privacypolicy.php">https://www.handicapmaster.org/about/privacypolicy.php</a></p>
Open Competition Entrants	<ul style="list-style-type: none"> <li>Contact Details</li> <li>Dates of previous visits</li> </ul>	<p>We retain open competition details are retained indefinitely</p>	<p>Data is stored HandicapMaster which is hosted in secure servers within the EEA  <a href="https://www.handicapmaster.org/about/privacypolicy.php">https://www.handicapmaster.org/about/privacypolicy.php</a></p>

### Members Newsletter

We use a third-party provider, MailChimp, to deliver our members newsletters and competition invitations. We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter.

MailChimp servers are located in the United States. Because MailChimp certifies to the Privacy Shield framework, they can lawfully receive, store, and handle EU data.

[MailChimp Privacy Policy](#)

### **Emailing us**

We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government standards. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

### **Who has access to your information?**

We do not sell or rent your personal data or information to any third party or share your information with third parties for their marketing purposes.

We will disclose your data or information if required by law, for example by a court order or for the prevention of fraud or other crime.

We may pass your information on to our third-party service providers, South Buckinghamshire Golf Course, or other Club Members for the purposes of completing a task or providing services to you on our behalf (for example to arrange competitions ). However, we disclose only the personal information necessary to deliver that service and have a contract in place that requires them to keep your information secure and not to use it for their own marketing purposes.

### **You can opt in or out of the following at any time:**

- Receiving updates and newsletters by email.
- Sharing your name, phone numbers and email address with other members for club purposes only.

### **Third party services providers who act as data processors on our behalf:**

- **HandicapMaster** provide membership, competition and handicap management services to The South Buckinghamshire Golf Club. They cannot use the data we hold for their own purposes.
- **HandicapMaster** provide the MasterScoreboard platform and at times may be required to access our systems for maintenance, upgrade and support services [e.g. external IT support the club may use.

### **Transfers outside of the European Economic Area**

Your personal information in the European Economic Area (EEA) is protected by data protection laws, but other countries do not necessarily protect your personal information in the same way. The EEA covers all countries in the EU plus Norway, Liechtenstein and Iceland. The South Buckinghamshire Golf Club will not provide data to any third party in a

country outside of the EEA, unless the third party certifies to the Privacy Shield framework guaranteeing they adhere to EEA rules.

### **Keeping your data secure**

When you give us personal information we take steps to ensure that it's treated securely and strive to protect it on our internal systems.

### **Your rights**

You have certain rights over the processing of your personal information by [golf club name]. These are:

- The right to be informed, which is what this privacy policy is for
- The right to access the data we hold about you
- The right to object to direct marketing
- The right to object to processing carried out on the basis of legitimate interests
- The right to erasure (in some circumstances)
- The right to data portability
- The right to have your data rectified if it is inaccurate
- The right to have your data restricted or blocked from processing

### **How you can update your information**

The accuracy of your information is important to us. If you change your contact details or if you want to update any of the information we hold on you, please contact us by email [secretary.sbgc@btinternet.com](mailto:secretary.sbgc@btinternet.com) or by post at The South Buckinghamshire Golf Club, Park Road, Stoke Poges, Slough, SL2 4PJ.

### **How you can access your personal information**

You have the right to ask for a copy of the personal information The South Buckinghamshire Golf Club holds relating to you. To do this please contact us by [secretary.sbgc@btinternet.com](mailto:secretary.sbgc@btinternet.com) or by post at The South Buckinghamshire Golf Club, Park Road, Stoke Poges, Slough, SL2 4PJ .

You also have the right to lodge a complaint about our processing of your personal data with the UK's [Information Commissioner's Office](#).

### **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 25/05/2018.