

## **WARCKWORTH GOLF CLUB (WGC) PRIVACY POLICY AND NOTICE**

### **What personal data does WGC collect?**

The data we collect routinely consists of members' names, addresses, email addresses and telephone numbers. We collect this data directly from our members when they join the Club or renew their membership.

We also collect the scores from competitions, which are displayed on our results page and used to maintain handicaps.

### **What is this personal data used for?**

We use members' data for the administration of your membership, including communication of information and the organisation of events.

### **Who is your data shared with?**

The only data routinely we share is your name and scores, which is shared with England Golf in order that your handicap can be maintained. In a limited number of cases data is also shared with the North Northumberland Golf League (NNGCL) and the Northumberland Union of Golf Clubs (NUGC) for the purpose of arranging participation in NUGC events.

### **Where does this data come from?**

Data of our members is provided on the membership form when they join WGC or when they update their information.

Scoring data comes from the results of competitions, either directly if such competitions are organised by WGC or through the Congu system if organised elsewhere.

### **How is your data stored?**

Postcodes, telephone numbers and email addresses are stored on computers maintained by the Treasurer and Secretary and these are the primary databases for this information. All such data is held in compliance with the General Data Protection Regulation (GDPR). A limited number of committee members have agreed that their email addresses and/or telephone numbers may be on public display on our website.

### **Who is responsible for ensuring compliance with relevant laws and regulations?**

The GDPR does not require WGC to have a Data Protection Officer. The person responsible for ensuring WGC discharges its obligations under the GDPR is the Secretary.

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

Members of the Committee have access to members' data in order for them to carry out their legitimate tasks for the organisation.

### **What is the legal basis for collecting this data?**

WGC collects data that is necessary for the purpose of its legitimate interests as a membership organisation.

### **How can you check what data we have about you?**

If you want to see the basic membership data we hold about you contact the Secretary.

### **Does WGC collect any 'special' data?**

The GDPR refers to sensitive personal data as 'special categories of personal data'. We do not record any such special data.

### **How can you ask for data to be limited or corrected?**

You can request that your current handicap is not published.

### **How long do we keep your data for, and why?**

We normally keep member's data for 12 months after they resign. However, we will delete any members' contact details immediately when they resign, on request.

When a members resigns playing data is archived.

### **What happens if a member dies?**

We normally keep members' information after they die but remove their email address from the database. If requested by their next-of-kin to delete it we will do so on the same bases as when requested to remove data by a former member.