

## **DATA PROTECTION POLICY**

Maylands Golf Club respects your privacy. Your personal data is protected in the UK by the General Data Protection Regulation. Under the General Data Protection Regulation, we have a legal duty to protect any information we collect from you. Any information that you give us is held with the utmost care and security. We will only process it where there is a lawful basis to do so. We do not and will not pass on your details to any third party or government department unless you give us permission to do so or as otherwise required by law.

## **POLICY INFORMATION**

This policy applies to:

- All customers of Maylands Golf Club
- Members of Maylands Golf Club
- All staff operating on behalf of Maylands Golf Club

## **INTRODUCTION**

The purpose of this policy is to enable Maylands Golf Club to:

- Comply with the law in respect of the data it holds about individuals
- Protect the personal data of Crown Golf members and visitors

The data protection principles require that personal information is:

- Processed fairly and lawfully
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with the rights of individuals
- Secure
- Not transferred to countries outside the EEA without adequate protection

This policy applies to information relating to identifiable individuals.

## **WEBSITE:**

### **WHAT INFORMATION IS COLLECTED?**

User-supplied information: when you register with us, we may ask you for your name, e-mail address, and other similar information. Any information supplied by the user is supplied voluntarily unless otherwise stated. If you do not want us to hold information about you, please do not supply it to us; this may mean, however, that we are not able to respond to your requests.

## **APPLICABLE LAW:**

This Website is created and controlled by Maylands Golf Club and is subject to the laws of England & Wales and subject to the jurisdiction of the English courts. Maylands Golf Club reserves the right to make changes to the site and this privacy statement from time to time.

## **POLICY STATEMENT**

Maylands Golf Club will:

- Comply with both the law and good practice
- Respect individuals' rights
- Be open and honest with individuals whose data is held
- Provide training and support for staff who handle personal data, so that they can act confidently and consistently

Responsibilities

Maylands Golf Club recognises its overall responsibility for ensuring that it complies with its legal obligations.

Security

This section of the policy only addresses security issues relating to personal data. It does not cover security of the building, business continuity or any other aspect of security.

Data Recording and Storage

Maylands Golf Club will regularly review its procedures for ensuring that its records remain accurate and consistent and, in particular:

- Our IT systems will be designed, where possible, to encourage and facilitate the entry of accurate data.
- Data on any individual will be held in as few places as necessary and the holding of unauthorised or unofficial data sets is against company policy.
- Effective procedures will be in place so that all relevant systems are updated when information about any individual changes.
  
- Members data held will be released to other members in order to facilitate the golfing activities of the club. This will only be mobile and/or email for contact/communication. By entering any competitions you are deemed to have given permission for essential data such as your telephone number to be released to another relevant member or members. This permission may be withdrawn at any time by the member in notifying in writing to the club secretary at any time or by indicating this on the Club's competition entry form(s)
- Members' data will also be shared with CONGU via Club handicap systems, to facilitate monitoring of handicaps
- Further details of this are contained in the privacy statement contained below.

## **CCTV**

Maylands Golf Club has:

- Installed a CCTV system which produces clear images which the law enforcement bodies can use to investigate crime and these can easily be taken from the system when required.
- Sited cameras so that they provide clear images.
- Positioned the cameras to avoid capturing images of persons not visiting the premises.
- Sited monitors in a position that provides the staff with the security required whilst restricting as far as is practical the ability of the public to see them.
- Placed visible signs showing that CCTV is in operation.

- A limited number of authorised persons that may access the recorded images from the CCTV system, which are securely stored. The recorded images are held for 28 days and with the exception of law enforcement bodies, images will not be provided to third parties.

## **POLICY REVIEW**

The policy is to be reviewed on an annual basis or at such time that the Data Protection legislation is amended.

## **PRIVACY STATEMENT**

When you sign up to any of our services, Maylands Golf Club obtains information about you. This statement explains how we look after that information and what we do with it.

We have a legal duty under the General Data Protection Regulation to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive.

Member's email address and/or telephone numbers may be given to other current members of the club for the purposes of facilitating activities pertaining to the club, where the information is not currently available on the member's directory via the club website. Furthermore, Members' data will also be shared with CONGU via Club handicap systems, to facilitate monitoring of handicaps

Whenever we collect information from you, we will make it clear which information is required in order to provide you with the information, service or goods you need. You do not have to provide us with any additional information unless you choose to, but if you do not provide it we may not be able to provide you with the information, service or goods you have requested. We store your information securely on our computer system, we restrict access to those who have a need to know, and we train our staff in handling the information securely.

If you are a Club Member, we will contact you from time to time with membership related communications. You can opt out any time.

The lawful basis for us processing your personal data will be:

- performance and fulfilment of our contract in the case of the provision of information, goods or services;
- legitimate interest in relation to information and communications relevant to your membership and related matters;