

## Fulwell Privacy Notice for Juniors – Letting you know how we use your data

When you sign up to be a member we collect personal details from you. We would like to assure all our Juniors and their Parents/Guardians that we have appropriate systems and processes in place to keep the details you give us secure & private.

### **How we use your personal information**

We collect the following personal details when you join:

*name, date of birth, gender, contact telephone numbers, email address, golfing information, parent/guardian contact details, emergency contact details, details of allergies/special dietary requests, medical information, details of any disabilities and learning needs*

We use your personal details for a few reasons:

- So that we can manage your membership
- Share important information with you
- Provide any necessary support and assistance to you to help you enjoy your membership
- In the event of an emergency – being able to contact a responsible adult and pass on important health information to assist medics

### **Protecting the information you provide**

We treat your personal details confidentially and only a few staff members are allowed to access them. Protecting your data is important to us and we have put in place security measures to make your details don't get accessed by someone who shouldn't. In the unlikely event that someone does access your details, we will follow the law in reporting this to the authorities and letting you know about it.

### **How long we hold your details**

We hold the personal data we collect from you for as long as your membership lasts. In addition, we may have to keep your details on record for legal reasons.

When your membership at the club ends, typically we shall remove your contact details from our computer records except when we think we still need to contact you in the future. Otherwise, we would just keep details of your post code and date of birth to

make sure your records are not confused with anybody else's. Also, in the club's necessary interests, we would keep on file details related to your handicap, competitions and how you used your membership.

The club normally holds onto original paper copies of application forms, which are kept in a locked cabinet. However, if you leave the club we will destroy your paper records if you ask us to.

The records that we keep will make it easier for you to get the club to help with a few things such as: if you want to transfer your handicap to a new club, ask us to write a letter of introduction to another club or if you wanted to re-join Fulwell.

## Your rights

You have rights with the personal details we have about you, these are:

- to tell you how your details are being used
- to provide you with a copy of all details we hold on you
- to correct some of the details we hold if they are not correct or out of date like your contact details for example
- to delete details we hold on you (unless we have a good reason not to)
- to stop using your details in a certain way
- to send your details to you or another organisation like any club you play at for example

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

More information about these rights can be found online at <https://ico.org.uk/for-the-public/>.

If you have any questions or are unhappy about an aspect of how we process your details please contact us on [secretary@fulwellgolfclub.co.uk](mailto:secretary@fulwellgolfclub.co.uk) or write to us at  
The Secretary, Fulwell Golf Club, Wellington Road, Hampton Hill, Middlesex,  
TW12 1JY.

We may change this privacy notice from time to time and will keep an up-to-date version on the club website.