

Fulwell Golf Club Members Privacy Notice

How we use your personal data

Fulwell Golf Club takes the privacy of its members seriously and will use the personal information it receives to enable the club to communicate effectively with its membership and provide services relating to club activities. The club will not share your details with third parties for marketing purposes.

We collect the following personal data from members, arising from the club application form: name, date of birth, address, contact telephone numbers, email address, occupation, photograph and golfing history.

We use personal data to:

- register new members
- create a profile displayed in the clubhouse to introduce new prospective members to the rest of the membership
- manage payment, collect and recover monies owed to us
- to manage our relationship with you
- action golf competition and handicap administration
- provide you with club updates, news and services
- send documentation in regards General Meetings you may be eligible to attend
- facilitate communication between members by:
 - i) publishing telephone numbers in the back of the members' diary (members can request to opt-out by contacting the Secretary)
 - ii) hosting a members' directory on the club website (members can control what details are shared via online account settings)

The processing of your data allows the club to perform its obligations to you in respect of providing membership services and fulfilling your rights as set out in the Club Rules.

Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisors including lawyers, bankers, auditors and insurers (iii) HMRC and other regulatory authorities as required by law (iv) county and national golf authorities for the purposes of administering the handicap system and amateur golf.

All the third parties to whom we transfer your data to are required to respect the security of your personal data and to treat it in accordance with the law.

Data security

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data retention

We hold the personal data we collect from you for the duration of your membership. In addition, we may retain your data to satisfy any legal, accounting, or reporting requirements.

When your membership at the club ends, we shall remove your contact details from our electronic records except where we require future correspondence with you such as for the purposes of chasing outstanding debt. In pursuit of the club's legitimate interests we may nonetheless retain data related to your handicap, membership usage, disciplinary history, competition history and committee positions served. Your date of birth and postcode would be retained to positively identify you in respect of the aforementioned information. These records will help facilitate future interactions you may require from the club - should you wish to transfer your handicap to a new club, ask us to write a letter of introduction or to re-join the club. We may also use the retained information for statistical and historical research purposes and to help draft obituary notices. It is the club's policy to retain the original hard copies of member application forms in a locked cabinet but upon ceasing membership we shall destroy this record if you so request.

Your rights

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case we will notify you of any delay and will in any event reply within 3 months. If you wish to make a Subject Access Request, please send the request to The Secretary, Fulwell Golf Club, Wellington Road, Hampton Hill, Middlesex, TW12 1JY or email secretary@fulwellgolfclub.co.uk

Keeping your data up to date

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the address set out above.

Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

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