



BUCKINGHAMSHIRE COUNTY LADIES GOLF ASSOCIATION

Privacy Notice

Introduction:

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called Data Protection Principles. These Principles are set out in the Data Protection Act 2018 and can be found at Gov.UK.

Members' Rights:

Under the Data Protection Act 2018, each and every member of Buckinghamshire Ladies Golf Association (BCLGA) has the right to find out what information BCLGA stores about them as members.

Software:

The BCLGA uses both Apple and Microsoft software in the course of doing business, on computer hard drives by various members of the Executive Committee or by authorised and named individual BCLGA volunteers.

The Junior database and the individual Profile Forms for each current junior, are each held on a secure shared system, which is administered by the County Junior Organiser and can only be accessed by named and authorised BCLGA volunteers.

BCLGA operates an online banking system; this only holds personal details of officials or others who have specifically elected to have expenses paid by on-line banking. On-line payments from BCLGA members for Competitions or events do not show members' bank details.

Website:

The BCLGA is currently developing a new website utilising Club V1 as its web platform. The website will have Competition handling facilities, including an archive of individual and team results. The website will contain links to other websites, such as England Golf (see the England Golf website). BCLGA confirms, therefore, that this Privacy Notice only applies to BCLGA and anyone linking into another website is advised to read their specific Privacy Notice. We do not use or place cookies on computers.

Members can access most of the pages on the BCLGA website without giving BCLGA any personal information. Affiliation fees, for example are collected from Clubs by the Berks, Bucks & Oxon Union (BB&O) and passed directly to BCLGA. BCLGA does not receive any personal data from this source. All personal data about individuals must come directly from members themselves to BCLGA. Members will, however, be required to give personal information in certain circumstances, for example, when submitting entries for Competitions or County Events. Information required might include a member's name, postal address, Golf Club name, e-mail address, telephone numbers, age and details of any communication preferences. By submitting your personal information, you consent to BCLGA use of the information as set out in this Privacy Notice. By doing so, you are also giving BCLGA permission to enter your details in our systems on your behalf.

Disclosure to Third Parties:

At any adult event, BCLGA will hold paper or electronic copies of ICE (in case of emergency) information that competitors have supplied to us. Should there be an emergency, this information may be disclosed to an appropriate third party (the venue manager, the emergency services, etc.) should the nature of the emergency make this appropriate in the judgement of the BCLGA event organiser.

When entering a knock-out tournament, the contact details for all competitors will be circulated with the Draw; however, in future ICE information for knockout tournaments will not be handled by BCLGA and it will be the responsibility of the players themselves to exchange information on the day.

At any Junior Events, copies of player's ICE information, allergies or specific medical information disclosed on profile forms, will be held throughout the Event by the training or junior event organiser in charge on the day. Should there be an emergency, this information may be disclosed to an appropriate third party (the venue manager, the emergency services, etc.) if the nature of the emergency makes this appropriate in the judgement of the BCLGA organiser.

For team events and matches, the Executive Committee will disclose the names of the selected team members and their Clubs in the email circulation list, but not individual email addresses.

From time to time, we may be asked by England Golf for information about our activities or players. We will not disclose any personal information which relates to a member without the member's specific consent (although BCLGA might share statistical information with England Golf, that will not identify a member as an individual).

Apart from the situations set-out above, members' personal data will not be disclosed to third parties. BCLGA do not circulate personal information on behalf of individuals or Clubs or provide contact details to individuals other than for official purposes. The BCLGA will continue to have a Club news section on the new website and Clubs may choose to have information published there (e.g. details of an Open Competition).

Communications with Clubs and individuals:

All information that BCLGA wishes to disseminate to individual BCLGA members is currently done through promotion on the BCLGA website, via our newsletters, our Competition organisers and/or through the system of Club delegates.

A Club Officials contact list of current Club Ladies' Captains, Club Ladies' Vice-Captains, Club Delegates, Club Junior Organisers, Club Ladies' Handicap Secretaries and the Club Secretary/General Manager is maintained and updated annually by the BCLGA Honorary Secretary, and can be made available to any member of the BCLGA Executive Committee or Junior Committee on request. This enables BCLGA to carry out its constitutional duties.

BCLGA maintains a communications database of individual members, so that members can be alerted individually about forthcoming events and other BCLGA developments. Express consent will be sought from new members to have their email address added to this communications database (withdrawal by a member may be made at any time). The BCLGA communications database will be used for the following purposes:

- The distribution of information about BCLGA events and Competitions.
 - Selected communications from England Golf.
 - The promotion of benefits and services, e.g. handicap or rules seminars.
 - Requests to participate in surveys.
 - Research, analysis and audit purposes.
- For any other use deemed reasonably to sit within this Data Protection Act.

Archiving of Information:

Information required for single event use, such as ICE information, will be shredded or deleted after the event.

In relation to BCLGA marketing and regular communications, we expect to retain a members data until that member ceases to be a member or until that member unsubscribes from BCLGA County communications.

The junior database will be reviewed annually in advance of the playing season in conjunction with the Responsible Adult; all information for individuals that have reached the age of 18 in the previous year will be removed.

Historical information, such as event entry numbers and winners, will be retained for future reference, but personal contact details will not form part of the archiving process.

Photographs:

From time to time, photographs are taken at events and used in BCLGA publications, both online and in printed format. Such images are retained for historical purposes and for future promotional activity by BCLGA. If a member would prefer for her image not to be taken or used, that member should inform the BCLGA Honorary Secretary in writing. Specific photography permission forms for Juniors will be used as part of the Profile Form and updated on a bi-annual basis.

Summary:

The Data Protection Act 2018 therefore gives members the following rights:

- To be told whether information is held about that member and, if so, what that is.
- To object to the use of a member's data and for it to be deleted from whatever source.

If you wish to exercise your rights as above or wish to raise any other query about this BCLGA Privacy Policy, please write to the Honorary Secretary at 4 The Laurels, Fringford, Bicester OX27 8EW. Please note that BCLGA may take up to 28 days to reply, depending on the matter raised.

This Privacy notice is issued on 24th November 2022. It will be reviewed on a two-yearly basis.