



# BUCKINGHAMSHIRE COUNTY LADIES GOLF ASSOCIATION

---

## Privacy Notice

On 25th May 2018 new legislation on Data Protection comes into force, (the General Data Protection Regulations - hereafter referred to as GDPR). The aim of the new legislation is to strengthen the control that individuals have over the personal data that organisations collect, process and retain about them.

The Buckinghamshire County Ladies Golf Association (BCLGA) is keen to strike a fair balance between your personal privacy and ensuring that we can carry out our constitutional duties and obligations in an efficient, safe and secure manner.

Affiliation fees are collected from clubs by the BB&O Union on our behalf and passed directly to us, club by club, as a sum of money and the total number of playing ladies at each club. We do not receive any personal data from this source. All personal data about individual BCLGA members comes to us directly from yourselves.

### Software:

The BCLGA uses Microsoft software for Excel spreadsheets and Word documents, held 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, is 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. BCLGA confirms 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 nor place cookies on computers.

### EU:

To the best of our knowledge, none of the personal data held by BCLGA will be stored or processed outside the EU.

### Disclosure to third parties:

At any adult event, we will hold paper copies of the 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 the ICE information, allergies or specific medical information disclosed on profile forms, will be held 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) should the nature of the emergency make this appropriate in the judgement of the BCLGA organiser.

For team events and matches, we 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 that can be identified to you as an individual without your express consent although we do share statistical information that does not identify you as an individual.

Apart from the situations identified above, your personal data will not be disclosed to third parties. We do not circulate information on behalf of individuals or clubs or provide contact details to individuals other than for our constitutional 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, 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. This is updated annually by the BCLGA Honorary Secretary and is made available to any member of the BCLGA Executive Committee or Junior Committee. This enables BCLGA to carry out its constitutional duties.

We will retain information on grant applications for five years from the date of application. This will enable us to make informed and fair decisions about future applications, as well as provide monitoring information on current grants. This information will be held on computer and in a hard copy folder by the Chairman of the Grants Committee.

In future, BCLGA would like to set up and maintain a communications database of individual players, so that we can alert you individually about forthcoming events and other BCLGA developments. Your express consent will be sought to add you to this communications database and you may request that you are added to or removed from the communications database at any time. The 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;
- and for any other use deemed reasonably to sit within this Data Protection statement.

## **Archiving of Information:**

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

The junior database will be reviewed annually in advance of the playing season; all information for individuals that have reached the age of 18 in the previous year will be removed. All profile information for current juniors will be updated by their responsible adult every two years and out of date information will be removed from the system.

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 you would prefer for your image not to be taken or used, please inform the Honorary Secretary in writing. Specific photography permission forms will be used at every junior event.

## **Your rights:**

The Data Protection Act also gives you the following rights:

- to be told whether information is held about you, and if so, what that is
- to object to the use of your data and for it to be deleted

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 18 Cookham Road, Maidenhead, SL6 8BD. Please note that we may take up to 28 days to reply, depending on the matter raised.

This Privacy notice is issued on 25th May 2018. It will be reviewed in March 2019 and thereafter on a two-yearly basis.