

Privacy Policy @ Beamish Park Golf Club

(also referred to as the GDPR policy – General Data Protection Regulations Policy)

This policy describes how a member's personal information is used by Beamish Park Golf Club

Version 2

Last updated 27th Sept 2020.

Your personal information is held by Beamish Park Golf Club (BPGC) and administered under the control of the Directors. The latter may appoint a specific Director to be the 'Information Controller' and within the following policy detail, any reference to BPGC is synonymous with the Directors/'Information Controller'.

How we use your personal information

This policy is to let you know how BPGC promise to look after your personal information. This includes what you tell us about yourself, what we learn by having you as a member, and the choices you give us about what marketing you want us to send you. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

Our Privacy Promise

We promise:

- To keep your data safe and private.
- Not to share your data with 3rd parties.
- To give you ways to manage and review your marketing choices at any time.

Data Protection law is in force with effect from 25 May 2018

This notice sets out your rights under these laws.

Who we are

BPGC is a members golf club. Members can find out more about us at www.bpgolf.co.uk. The information at www.beamishgolf.co.uk is designed to attract visitors

If you have any questions, or want more details about how we use your personal information, you can ask us using our [secure online contact form](#). Or you can call us on 0191 3701382 (option 2). All Data requests will be forwarded to the appropriate person responsible within BPGC.

How the law protects you

As well as our promise, your privacy is protected by law. This section explains how that works.

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside BPGC. The law says we must have one or more of these reasons:

- To fulfil a contract we have with you
- When it is our legal duty
- When it is in our legitimate interest
- When you consent to it

BPGC will never share your personal information with other organisations except where this data relates to the playing of the game of golf (an example of this is the Central Database of Handicaps / CDH numbers for handicap purposes)

Where we collect personal information from and where we store this data

We need to collect and maintain personal information about you from your membership application and all subsequent contacts with you as the member. We will continue to keep all personal data up to date with information you supply to us.

Personal Data is held in software systems as follows:

- Club Systems International (ClubV1)
- BRS Golf
- Sage accounts
- Golf England ref the WHS (World Handicap System)

Each of these commercial suppliers have adopted their own policies to ensure their software is compliant with the regulations. Our contracts with these suppliers include terms and conditions to ensure that your private information is protected.

The data is physically stored either locally at BPGC or in the 'cloud' and in each case all information is secured/backed up on a regular basis to guard against any loss of such data. The club has adopted Encryption and Social Media policies which are communicated to all staff and members. In addition there is an Information Security Policy which has been signed off by the Directors and communicated to all staff (This relates to the processing of credit/debit card data).

Who we share your personal information with

We may share your personal information with companies who trade with BPGC and other relevant organisations:

- We will share transaction details with companies which help us to provide payment services (such as Visa and Mastercard).
- If you make an insurance claim against the club, information you give to us or the insurer may be put on a register of claims. This will be shared with other insurers.

If you choose not to give personal information

We may need to collect personal information by law, or under the terms of a contract we have with you.

If you choose not to give us this personal information, it may delay or prevent us from meeting our obligations. It may also mean that we cannot perform services required to run your membership. It could mean that we are unable to provide golf facilities that you were hoping to have with us.

Any data collection that is optional would be made clear at the point of collection.

Marketing

We may use your personal information to tell you about relevant events (competitions and social). This is what we mean when we talk about 'marketing'.

The personal information we have for you is made up of what you tell us, and data we collect when you use our services.

You can ask us to stop sending you marketing messages by contacting us at any time.

Whatever you choose, you will still receive membership bills, and other important information such as changes to our membership offerings

We will ask you to confirm or update your personal information whenever Membership 'contracts' are updated.

If you change your mind you can update your choices at any time by contacting us. If any of your personal information changes then BPGC can only be responsible for any maintenance when you inform us.

How long we keep your personal information

We will keep your personal information for as long as you are a Member of BPGC.

After you stop being a member, we may keep your data for up to 1 year for one of these reasons:

- To respond to any questions or complaints.
- To show that we treated you fairly.
- To maintain records where we need to answer golf related questions from other organisations in the golf business (e.g. CDH Number)

How to get a copy of your personal information

You can access your personal information we hold by filling in [this form](#) or by writing to us at this address:

Beamish Park Golf Club
Beamish,
Stanley,
Co Durham, DH9 0RH

Your rights under the new law are

- Access to your personal information
- Maintenance so that data is up to date
- Deletion in appropriate circumstances
- Objection / withdrawal of consent
- Access to complaints procedure

Letting us know if your personal information is incorrect

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this. If you do, we will take reasonable steps to check its accuracy and correct it.

How to complain

Please let us know if you are unhappy with how we have used your personal information. You can contact us using our [secure online contact form](#). You also have the right to complain to the Information Commissioner's Office. Find out on their website how to [report a concern](#).

John Davidson (BPGC Director)
27/9/20