

# THE CAERNARVONSHIRE & ANGLESEY LADIES COUNTY GOLF ASSOCIATION

## DATA PRIVACY POLICY approved November 2018

### 1. About this Policy

- 1.1 This policy explains when and why we the C&A LGA ('the Association') collect personal information about our members, Delegates and others, how we use it, how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data as described in this Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Policy from time to time without prior notice. You are advised to check the Association's social media and/or our website regularly for any amendments (but amendments will not be made retrospectively). We will also make every effort to have this Policy displayed on the notice boards of the affiliated clubs.
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we the Officers and Committee of the Association will be the 'controller' of all personal data we hold about you.

### 2. Contact

- 2.1 We can be contacted via the Hon Secretary at [candagolfing@gmail.com](mailto:candagolfing@gmail.com)

### 3 What information we collect

Type of information	Purposes	Legal basis of processing
The member's name and the affiliated Club to which they belong	Confirming the member's eligibility for membership	For the purpose of performing the Association's contract with the members; and for the purpose of the Association's legitimate interests
The member's age and/or d.o.b, or whether the member is a junior or adult	Establishing which category of membership is appropriate and keeping records thereof	For the purpose of the Association's legitimate interests
Images of members	Putting on the Association's social media and/or website and using in promotional material & publicity	Consent. We will seek the member's consent whenever an image of them is sought to be either created or published. That consent can be withdrawn at any time by the member concerned by sending notice in writing or by email to the Hon Secretary.
The member's name and email address	Managing membership and subscriptions	Performing the Association's contract with the members, and for the purpose of the Association's legitimate interests
The member's email address and/or telephone number(s)	Contacting the member to inform them about (i) events being organised by the Association; and (ii) the playing schedule for events in which they are entered, and/or about changes to the playing schedule or other arrangements for the event; and (iii) the results of such events	Performing the Association's contract with the members, and for the purpose of the Association's legitimate interests in organising and running golf competitions and matches
Instructor's name, address, telephone number, email and qualifications or experience	Managing instruction	For the purpose of the Association's legitimate interests in providing instruction

Health data (of members under instruction or playing in matches)	In case emergency or other medical treatment is required	For the purpose of the Association's legitimate interests and in order to perform any legal obligation towards members
Member's handicaps	For the purposes of running handicap events	For the purpose of the Association's legitimate interests in running golf competitions
Committee Members' & Club Delegates' addresses, telephone numbers and email addresses	For the purposes of contacting Committee Members & Club Delegates to inform them about (i) meetings and (ii) up-coming events organised by the Association; and (iii) other matters likely to be of interest to members of the Association within their Clubs	For the purpose of the Association's legitimate interests in managing its affairs and running golf competitions, matches and instruction

#### **4. How we protect your personal data**

- 4.1 We will not transfer your personal data outside the UK
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **5. Who else has access to the information you provide us?**

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We will not pass your personal data to anyone outside the Association or to another member without your prior consent, unless they are a Committee Member or Delegate with a legitimate interest in contacting you for one of the purposes set out above

#### **6. How long do we keep your information?**

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Association and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations

#### **7. Your rights**

- 7.1 You have rights under the GDPR:
- (a) to access your personal data
  - (b) to be provided with information about how your personal data is processed
  - (c) to have your personal data corrected
  - (d) to have your personal data erased in certain circumstances
  - (e) to object to or restrict how your personal data is processed
  - (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113.  
Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF