

TAYMOUTH CASTLE GOLF CLUB

Privacy Notice

May 2018



When you register as a member of **Taymouth Castle Golf Club** or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18 years), we will ask you for the following personal information:

- contact details – name, address, phone number, email address and date of birth
- membership category – full, social, intermediate or junior
- equality information – gender
- health and safety information for junior and intermediate members – emergency contact details, doctor, medical conditions
- PVG membership if applicable

Why we need your personal information – contractual purposes

Members' personal data:

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including insurance and PVG checks
- set up your online membership account and administer your account online
- send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals, and information on membership benefits

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in golf by sending members communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we may use for promotional, education and development purposes
- provide competition in golf by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses where appropriate, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to golf. We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action where appropriate

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on secretary@taymouthcastlegolfclub.com

If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member

Why we need your personal information – legal obligations

- we are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligation under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Golf and Perth and Kinross County Golf for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Scottish Golf members' personal data

As an affiliated club of Scottish Golf we are required to ensure that all of our members are members of Scottish Golf as a condition of our affiliation.

We will share your name and membership category with Scottish Golf who will become a controller of your personal information when they receive it. Scottish Golf's privacy notice explains how they use your personal information and can be accessed here <https://www.scottishgolf.org/wp-content/uploads/Scottish-Golf-Privacy-Notice-Club-Volunteers-Players-Members.pdf>

Participants' personal data

We publish the results of some of our competitions on our website and the Masterscoreboard website. This may include competitors' name and result and score.

How we protect your personal information

Your personal information is stored on our password controlled electronic filing system and our servers based in the UK and on the password controlled members pages of our website and can be accessed by members of TCGC for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for five years.

Your rights

You can exercise any of the following rights by writing to us at secretary@taymouthcastleclub.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request"
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- you have a right to request that we restrict the processing of your personal information for specific purposes
- if you wish us to delete your personal information, you may request that we do so

Any requests received by TCGC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

May 2018

Consent for privacy notice

Where you are happy for us to do so, we would like to contact you by email with information about golf, our latest news and upcoming events.

If you would like to receive email communications from us, please select from the following options below:

- information about golf at TCGC
- newsletters and latest news bulletins
- details of upcoming events

Once you submit your preferences to us, we will send you an email to confirm these. **Please note that we will not email you with any information after 25th May 2018 until you have confirmed your preferences by responding to our email.**

You may change your preferences at any time or request that we stop sending you email communications by contacting us at secretary@taymouthcastleclub.com or by writing to The Secretary, Taymouth Castle Golf Club, 30a Chapel Street, Aberfeldy, Perthshire PH15 2AS.