

Dear Member

Personal Data Processed at Folke Golf Club – Privacy Notice

The recent GDPR legislation requires us to inform you of the personal data we collect, hold and process and what other organisations we pass this information to. Please note that this privacy notice refers to the personal data processed by Folke Golf Club and does not include any personal data processing undertaken by Folke Golf Centre which is a separate entity and has its own GDPR policy.

As an integral part of your membership of Folke Golf Club and to enable the Committee to fulfil the membership contract with you and its legitimate interests the following personal data is processed:

In their capacity as Officers of the Club the following Office Holders process personal data as described.

1. The General Secretary processes the following data:
 - a. The email addresses and phone numbers of all members are stored so that members can be contacted regarding items of legitimate interest to them as club members (e.g. forthcoming meetings, competitions, etc.). These details are not shared outside the club and are removed from the database three years after members have left the club. This information is not passed to any third parties outside of the club.
 - b. The email addresses of all committee members are stored so that the secretary can communicate with committee members regarding items of legitimate interest to them as a committee members (e.g. agendas and minutes of meetings, actions from meetings, etc.). The list is updated each year with retiring members removed and newly elected members added. This information is not passed to any third parties outside of the club.
 - c. The date of birth of all members is stored so that the secretary can know which members are eligible to play in matches or competitions restricted to Seniors.
 - d. Copies of Committee Meeting minutes are displayed on the club notice board and are published in abbreviated form on the club web site. These contain names but no other personal data and are a legitimate interest of the club.
 - e. The names of all competition winners are stored indefinitely and, where relevant, trophies and/or the honours boards are updated with the winner's name and year. In the latter case the data is passed to the engraver and/or print supplier. This is a legitimate interest of all club members.
 - f. Where a member enters an externally promoted competition (e.g. DCGU championships; Daily Mail Foursomes; International Pairs, etc.) then the name, email address and telephone number of all qualifiers is passed to the external organiser so that draws can be organised and opponents can contact each other. This is a legitimate interest of the external organisers of the competitions.
2. The Handicap Secretary processes the following data:
 - a. The names and handicaps of all members are stored in the handicapping software so that competition results can be processed and displayed on the notice board and handicaps can be updated after each qualifying competition. Competition winners are notified to the Committee at each monthly meeting. This is a legitimate interest of all members that play in competitions. Other than as described below this data is not passed on to any third parties.
 - b. Updated handicaps, with names, are notified to the CDH (Central Database of Handicaps) in order to maintain a current handicap for all members. This is a contractual obligation of the club with all members who play in competitions.
 - c. Competition information (name, score and handicap) is passed to a third party, howdidido, which provides various analysis' of scores to members. Where members have given their email address to the Handicap Secretary this is also passed to

- howdidido and this enables notification of competition tee times and competition results to be sent directly to the member. This is a legitimate interest of all members.
- d. Telephone numbers for members which, subject to a member consenting, is published as part of the master handicap list and displayed on the club notice board to enable members to contact each other to arrange knock out matches, lifts for away matches, etc.
3. Team captains (Hardy A, Hardy B, 3CL, Seniors)
 - a. The names, phone numbers and email addresses of members who have indicated their willingness to play for a team are kept by the team captain so that he can contact members when arranging matches against other teams. This data is kept for three years after a player last played for a team. This is a legitimate interest of all members representing the club in matches.
 - b. The names, email addresses and phone numbers of the committee members of the various Leagues we enter a team in are kept by the team captains to facilitate the administration of the leagues. This is a legitimate interest of all team captains.
 - c. Other than supplying names and handicaps on team sheets when playing a match this data is not passed on to any third parties.
 - d. Match results containing names and handicap, and a match report are displayed on the club notice board and/or the club website for the information of members. This is a legitimate interest of members..
 4. Committee Members
 - a. Committee Members have the names and email addresses of other Committee Members so that they can communicate effectively with each other about Committee business. This is a legitimate interest of the Committee.
 5. The Treasurer
 - a. Dorset County Golf Union and England Golf require information about name, gender, and year of birth for the issue of County Cards and maintenance of their records. This is supplied to them by the club as part of the membership contract with members.
 - b. Names of all members are given to our insurers so that they know who is covered by the golf liability insurance and hole-in-one insurance provided as part of a player's membership. This data is updated annually by the club.
 - c. Names of all members are kept so as to have an up to date club membership list and to record which members have paid their subscriptions. A list is also kept of all members who have not renewed their subscriptions. This is a legitimate interest of the club.
 - d. A list is kept of all members who have paid to keep their trolleys in the shed.
 - e. Transaction details relating to entry fees for club competitions, knock-out competitions, away days etc. are kept to record who has paid and what amounts are outstanding.
 - f. The names of all club medal and Tiger Trophy winners are kept to facilitate payment of prize money and trophies. All these are legitimate interests of the Treasurer.
 6. The Fixtures Secretary
 - a. In the process of arranging fixtures the name, email address and phone number of team captains is given to opposing team captains, or club secretaries. This is to communication between team captains for the arrangement and confirmation of fixtures, dates, times and catering arrangements. This information is updated annually and is a legitimate interest of the respective clubs.
 7. The Website Manager (Webmaster)
 - a. The Website Manager processes the personal data identified above as being passed to him and displays it on the club website for up to six months.
 - b. Photos of club members taken at club social events or club competitions and matches are published on the web site as a legitimate interest of members

- c. Photos of Committee Members who are also office holders are published on the club website along with their name and office held as a legitimate interest of members.
 - d. Members enter the result of their knock out matches on the website and this information is displayed on the draw sheet on the website. This is a legitimate interest.
 - e. Members entering medal competitions via the club website may supply their telephone numbers so they can be contacted about tee times etc. This is published by implied consent of the member when they supply their telephone number at the time of entry to the competition.
 - f. Any comments submitted to the website are collected and passed on to the appropriate official. Any personal data associated with these comments will have been freely supplied by the person submitting the comment and therefore has their consent. This data is not published or passed on to any external third party and is destroyed once the comment has been dealt with.
8. Away Day organiser(s)
- a. The name of any member electing to play in the Club Awayday or Club Weekend Away will be passed to the venue being used as part of our contractual obligation with the venue in making the booking on behalf of the member.

The Data Protection Officer is Peter Gibson who can be contacted at the club or at petergibsonhome@gmail.com

You have a right to see the data the club holds about you.

You have a right to object about processing based on legitimate interests.

You have a right to rectification. You can require the club to rectify any inaccurate or incomplete personal information.

You have a right to erasure. You can require the club to erase your personal data in certain situations.

You have a right to restrict processing. In certain circumstances you can require the club to restrict processing to data storage only.

If you have any complaint about the way the club processes your data please raise it in the first instance with the Data Protection Officer. If you are not satisfied with the response you have a right to complain to the Information Commissioner's Office.

On behalf of The Committee
Peter Gibson
Data Protection Officer
Folke Golf Club
July 2019