



DGC GDPR - Privacy Notice

Dear Member

Dunbar Golf Club -General Data Protection Regulation

New regulations protecting your personal data, and setting down new data protection rights, take effect from 25th May 2018. This letter summarises the key matters for you, as a member of the Club.

What personal data does the Club hold for you and why?

In managing the Club, the Committees consider that they have a legitimate interest in holding your personal data to ensure that the correct subscriptions are received under the payment process agreed with you, and that sufficient personal details are held to communicate directly with you, plus facilitate member communications directly with each other to participate in Club competitions. This data includes your name, address, phone number, email address, ("contact information"), your gender, date of birth, date of joining the Club, and your banking details (when required).

Additional information may be held in specific circumstances. For example, any applications made under Child Protection Disclosure are held for legal reasons, or in the unfortunate event of an accident on the course, medical information may be requested.

Who has access to your personal data?

Your personal data records are held and maintained for our Club by the Club Secretary. In most circumstances, only authorised Club office staff or Club officials have access into this information. The exception to the above is in respect of the Club's tee booking system where the Professional Shop staff and the Club Caterer have authorised access into the system, to help manage the Club services.

The Club will not pass your personal information onto any other 3rd party, without your consent.

Is the data held securely?

Information is held on Freetime Management Software by Epic Software Limited. Password protected access is always restricted to those who require that specific information to undertake a specific function. Any paper records, e.g. Club membership application forms, are held in a locked cupboard, and key access restricted to authorised officials.

How long will the personal data be held by the Club?

On resignation from the Club, your personal data records will normally be retained for up to 18 months, (until the approval of the Club Accounts which cover the accounting period inclusive of your final subscription payment). The records may be retained beyond this retention timeframe in the event of legal actions (or potential legal actions) against the Club, or if a court order is received requiring the Club to retain a member's data, or in the event that the member has outstanding subscriptions when leaving.

What are your data protection rights?

The new data protection regulations also set down your rights, in terms of the Club holding your personal data - specifically your rights to:

- i. be informed regarding what data is being held, and why
- ii. to have access to the data being held to verify accuracy
- iii. to be able to rectify any errors in the data
- iv. to request the erasure of the data being held

Who do you contact for more information?

The Club takes aims to ensure that member contact details are kept up to date, e.g. annual reminders to members, and we ask that members keep their personal information up to date, using by notifying the Club Secretary in writing, by phone or by email – secretary@dunbargolfclub.com . Members do have the right to see what data we are holding in respect of their personal record, and such access requests should be referred directly in writing to the Club Secretary:-

John Barber
Dunbar Golf Club
East Links
Dunbar
EH42 1LL

Please note that any requests to erase any member records will only be agreed if there is no overriding requirement for the Club to continue holding the records to allow full and proper management of the Club, including the need to maintain historical records for preparation of the accounts.

The Club has appointed the Club Secretary as Data Protection Officer to maintain ongoing review of our Club policies and practices in this important area. The Club's Strategy Committee will formally review the data protection practices regularly, and at least annually.

You can find more information about the new regulations from the Information Commissioner's Office, including the right to complain to the supervisory authorities, contact details on www.ico.org.uk

In conclusion, the Club has undertaken a review of our Club systems and processes, as they relate to members' personal data, has put in place procedures to ensure the proper use of the data for Club membership purposes only, and has set down review procedures in terms of assessing information security. A copy of the formal Club GDPR Policy can be accessed by members on the Club website,

and members should note that any updates to the Club GDPR Policy will be published on the Club website.

If you have any queries and/or concerns regarding these matters, please do not hesitate to contact me in writing, by phone (01368 862317), or email at DunbarGC@dunbargolfclub.com

Yours sincerely

John Barber

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Club Secretary