

# KENDAL GOLF CLUB

## DATA PROTECTION & GDPR POLICY

The new General Data Protection Regulation (GDPR) comes into force on 25 May 2018 and in addition to the Data Protection Act this is designed to protect any data that we hold relating to you.

Mark Hutchings is our Data Controller and Data Protection Officer, any enquiries should be directed to Mark either in person in the office, by telephone 01539 733708 or via email [secretary@kendalgolfclub.co.uk](mailto:secretary@kendalgolfclub.co.uk)

## YOUR RIGHTS

You have certain rights under GDPR

To be informed that we hold personal data about you

To have access to your records on request

To be able to provide updates on your recorded information safe in the knowledge that our systems will be updated

To request that personal data you are not happy for us to hold is deleted

To complain to the Information Commissioner's Office if you feel that we are not complying with GDPR

## INFORMATION THAT WE COLLECT

As a Golf Club we collect personally identifiable data through:

Membership application forms – names, address, dob, contact numbers, email address

Open Competition entry forms – name, address, CDH number, email address

Medical forms – name, address, dob, contact numbers, email address, medical details

Photographs taken of events that can identify players which are published on our website and social media. Images recorded on our CCTV system for security purposes.

Photographs and correspondence relevant to use of the land covered by the lease with SLDC, pertinent to matters arising under the lease, or with regard to the use of the land which is covered by the "village green" status. Similarly in connection with the Kendal Fell Advisory Group as regards matters impacting on the Kendal Fell eco-environment. We will also release such other information as is required to relevant external bodies, eg to insurance companies in the event of claims, member details to financing organisations for members paying subscriptions via instalments etc.

In the Pro shop through entries in the Visitor's Green Fee book.

In response to COVID-19, in the clubhouse when recording visitor contact details so that they can be traced.

## HOW WE USE YOUR INFORMATION

We only process information that is necessary to establish or maintain your membership, handicap and competition entries and results.

We provide England Golf with information for handicapping purposes, which includes your name, address, telephone number, CDH number and current handicap, and may provide similar information to the Cumbria Union of Golf Clubs as may be required, and to another golf club to which you may have transferred.

We produce contact lists of current members which includes telephone numbers and email addresses and we do give out your contact details to other members on request for the purposes of arranging matches etc. We do not supply outside callers with your details, we may take their contact details and then forward those on to you.

We submit weekly news items to the local paper giving results of competitions with winners' names and scores.

We do not collect or compile data for sale to external parties for marketing purposes or send out mailings on behalf of third parties.

We will only contact you by email about matters relating to Kendal Golf Club and your membership here with us. We email out regular bulletins giving details of competitions and events, we also contact you by email to let you know of other events and information that may be relevant to your membership. In addition, the Pro Shop offer an email service that provides news items and sales offers. Please contact us in writing if you do not wish to receive this kind of correspondence.

Your data is stored on our computer using Club Systems membership and handicap software, which is password protected, as is the computer and we use basic AVG antivirus software, which is updated regularly. Club Systems have confirmed that they comply with all Data Protection and CONGU requirements. We also utilise a BRS system for taking bookings for tee-times, competition entries etc.

We keep paper membership application forms and member Medical forms in files in a locked office. Any post-dated cheques are securely locked away until they are sent to the bank.

We only keep personal data relating to you on our computer system for as long as you are a member with us. If you terminate your membership we delete your records from our computer system and the information is then kept in paper format in a locked office until it is no longer required. A note of your name and CDH number are kept on the computer for handicap reference purposes, and will only be passed on if you join another club. Results of previous years competitions are kept both on computer and in paper format.

In the event of a security breach we aim to contact the Information Commissioners Office immediately and certainly within 72 hours of a breach coming to light.