

Northumberland Golf Club Limited

Gosforth Park Ladies Golf Club

Privacy Notice and General Data Protection Regulations

The Northumberland Golf Club and Gosforth Park Ladies Golf Club are committed to protecting and respecting your privacy. For any personal data you provide for NGC/GPLGC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. The processing of personal data is governed by the General Data Protection Regulation (GDPR)

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, address, e-mail address, phone number and gender.

Why we need your personal data

The reason we need your Data is to be able to administer the club and provide the services you are signing up to when you register with the club. Our lawful basis for **processing your personal data is that we have a contractual obligation to you to provide the** services you are registering for.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records;
- to provide news and information about events, activities and services at the club;
- to manage employees and volunteers;
- to administer the Central Database of Handicaps

What is the legal basis for processing your personal data?

Processing is carried out by NGC/GPLGC as it has a Legitimate Interest to do so.

There is a relevant and appropriate relationship.

A Legitimate Interest Assessment (LIA) is reviewed annually to comply with GDPR

Who we share your personal data with

The Club does not store or transfer your personal data outside of the UK.

The personal information that you provide will be available to NGC/GPLGC and trusted third party service providers for the following purposes:

To carry out services to other club members or for purposes connected with the club.

We may disclose your personal information to companies and individuals who perform business functions and services on our behalf. Such functions may include hosting the website and providing other support services. All such parties will be required to keep your data secure. We may also disclose your personal information if, in our opinion, disclosure is required by law.

The club has the following social media pages Facebook, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability

for these policies. Please check these policies before you submit any personal data on the club social media pages.

How long we hold your personal data

We retain data on the following basis:

Record Type	Retention Period
Membership Data	5 years post departure
Bank details	5 years post departure
Photographs of Events	Indefinitely
Accident Books	3 years from date of last Entry
Insurance Records	Indefinitely
Payroll	6 years
Minute Books	Indefinitely
Employment Records	6 years from termination
Visitor Books	Indefinitely

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership or any contract you may be party to.

NGC/GPLGC will respond to any Subject Access Request (SAR) within 30 days.

Personal Data Security and Confidentiality

We maintain adequate technical and organisational security measures to protect your data from loss, misuse, unauthorised access, disclosure, alteration or destruction.

Changes to the policy

We reserve the right, at our sole discretion, to modify, add or remove sections of this policy at any time and any changes will be announced on the website "Privacy Policy" link.

Contact Details

To exercise all relevant rights, complaints and queries then please contact the General Manager at the club.

Contact details available on the website or at Club Premises.

Contact information for the Information Commissioners Office

Wycliffe House, Water Ln, Wilmslow SK9 5AF Tel 0303 123 1113