

## **Lundin Ladies Golf Club General Data Protection Regulations**

Lundin Ladies Golf Club will be a “controller” of the personal information that you provided to us through member registration.

### *Members’ personal data:*

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

- Contact details – name, address, email address, date of birth, etc.
- Membership criteria / category for example, Full, Adult or Junior member etc., and handicap
- Equality information – for example, disability, etc.
- PVG membership

### *Volunteers’ personal data:*

When you volunteer with Lundin Ladies Golf Club we will ask you for the following personal information:

- Contact details – name, address, email address, date of birth, etc.
- Participation details – e.g. Parent
- Equality information – e.g. disability, etc.
- PVG membership

## **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, e.g. licensing, insurance, voting, etc.
- send you membership communications (by post or email) in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees information, competition notices, newsletters etc.,
- 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

### *Members' personal data:*

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

- Promote and encourage participation in golfing by sending members' communications 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 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, 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, complaints, concerns or allegations in relation to golf according to our complaints and disciplinary policies and procedures, for example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

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 email [lgolfclub@gmail.com](mailto:lgolfclub@gmail.com) . If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### *Volunteers' personal data:*

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme. If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

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 email us at [lgolfclub@gmail.com](mailto:lgolfclub@gmail.com). If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

## **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members and volunteers for the purposes of complying with our obligations 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];

The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

## **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 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.

## **How we protect your personal information**

Your personal information is stored on a password protected spreadsheet and is accessed by the Administrator for the purposes set out above.

## **How long we keep your personal information**

*Members' personal data:*

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 5 years.

## **Your rights**

You can exercise any of the following rights by writing to us at [llgolfclub@gmail.com](mailto:llgolfclub@gmail.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; and if you wish us to delete your personal information, you may request that we do so.
- Any requests received by Lundin Golf Club 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](http://www.ico.org.uk)