

Heaton Moor Golf Club Ltd Privacy Policy

Heaton Moor Golf Club Ltd is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of our legal obligations.

We hold data about our members, employees, visitors and suppliers for a variety of business reasons.

This policy sets out how we seek to protect personal data and ensure that our Directors, Secretary and Administrator understand the rules governing their use of the personal data to which they have access to.

The Chairman will be the data protection officer[DPO] who is responsible for overseeing data protection strategy and implementation to ensure compliance with GDPR requirements

Heaton Moor Golf Club Ltd shall comply with the principles of data protection identified in the EU General Data Protection Regulations. We will make every effort possible in everything we do to comply with these principles. These principles are:

1. **Lawful, fair and transparent** – Only essential data will be collected and members and staff will be informed how it is to be used. This will include members names, address, telephone numbers, email address, age, gender, handicap, purchase history and date of joining. For staff we keep information that allows us to fulfil our legal obligations.
2. **Limited for purpose** –This data will only be used to fulfil our contractual obligations which includes being able to contact you to send you subscription renewal notices, newsletters, AGM notices, surveys and to administer competitions at the Club. We may share your information with external and internal data processors such as Club V1 and England Golf for handicapping purposes and BRS to allow on line booking of tee times. You may have opted in for us to be able to correspond with you regarding our activities including social events and competitions by way of post, telephone, email and SMS. If you do not 'opt in' we will not share your data with any external marketing agency and if you have consented you can opt out at any time. We will ask permission from

visitors and visiting societies to hold their personal data to fulfil our contractual obligations and inform them of future events.

3. **Data minimisation** – only data necessary for us to fulfil our contractual obligations will be collected
4. **Accurate** – We want to make sure the information we hold about you is accurate and up to date, you may ask us to correct or erase information you think is inaccurate. At the time of collecting data you have the right to object to the Club holding certain information about you.
5. **Retention**- We will not hold data we no longer have a legal basis for keeping. We may have asked for permission to retain your data for certain purposes, you can opt out of this at any time.
6. **Integrity and confidentiality**- The data we keep will be kept safe and secure

Please note that you have the right to request a copy of the information we hold about you. If you would like a copy of this information please email us on heatonmoorgolfclub@yahoo.co.uk or write to the data controller at the club. This will be provided to you in a portable, machine readable commonly used format or if you prefer by mail. No charge will be made for these requests and a response will take no longer than 30 days.

We keep our privacy policy under regular review and will place any updates on our website.

This policy was last updated May 2018

If you need any further information please email us on heatonmoorgolfclub@yahoo.co.uk or write to at Heaton Moor Golf Club Ltd, Mauldeth Road, Heaton Mersey, Stockport SK4 3NX