

Innerleithen Golf Club – Privacy Notice for Employees

What we need

Innerleithen Golf Club (“the Club”) will be a ‘controller’ of the personal information that you provide to us.

When you enter into a contract of employment with us, we will collect, store and use the following personal information relating to you:

- Contact details – name, address, email address, date of birth, number, etc.;
- Next of kin details – name, address, number, relationship, etc.;
- Payment details – bank account number, sort code, etc.;
- Details relating to education and training – degrees, qualifications, professional memberships, etc.;
- Experience details – previous roles, employers, references, etc.
- Equality information – for example, disability, etc.; and
- Other personal information, for example, PVG membership, driving licence, previous offences, etc.

We may ask you for additional personal information during the course of your employment, which shall be collected, stored and used in accordance with this privacy notice.

Why we need your personal information – contractual purposes

We need to process our employees’ personal information to perform our obligations as your employer under your employment contract.

We will use our employees’ personal information to:

- Administer our payroll and report your earnings to HMRC;
- Manage our pension scheme, if applicable;
- Maintain records on your performance at work, including any performance reviews and disciplinary proceedings; and
- Other uses of employees’ basic personal data under the contract of employment.

Why we need your personal information – employment law

We are under a legal obligation to process certain personal information relating to our employees for the purposes of complying with our obligations under employment law to process our employees’ personal information to comply with our obligations as an employer.

Why we need your personal information – health and social care

We may be required to process personal information relating to your health in order to assess your

working capacity as an employee by the Club.

Why we need your personal information – equality of opportunity or treatment

We are required to use our employees’ personal information relating to your health, racial or ethnic origin, etc. for equality monitoring purposes.

We will use this personal information to consider and provide any reasonable adjustments as required under the Equality Act 2010.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

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 with Scottish Golf Ltd for promotional and/or journalistic purposes.

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We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include HMRC, 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.

The club may from time to time employ third-party suppliers to provide services, including IT and payroll. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

We take the security of your personal data very seriously. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not

accessed except by our club officials and volunteers in the performance of their duties in relation to your employment.

How long we keep your personal information

We will only keep your personal information for as long as necessary to comply with our employment law obligations and to safeguard the Club in the event of any claims, complaints, litigation, enquiries and investigations during or following the termination of your employment. We will review and possibly delete your personal information following a period of at least 5 years after you have ceased to be employed with us.

We will keep certain personal information of employees for longer in order to confirm your identity, when you were an employee of the Club and for how long. We need to do this to comply with our employment law obligations or in the event of a claim against the club.

Your rights

You can exercise any of the following rights by writing to us at secretary@innerleithengolf.co.uk

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 the 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