

Innerleithen Golf Club – Privacy Notice for Members, Volunteers and Club Officials

What we need

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

When you register as a member, volunteer or club official of the Club (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for and record the following personal information:

- contact details – name, address, email address, date of birth, emergency contact details;
- membership criteria / category – and
- other information – disability (if any), medical and health information, transactional financial details, competition event data

Why we need your personal information – contractual purposes

We need to collect our members, volunteers and officials personal information so that we can manage your membership and participation with us.

We will use our this personal information to send you communications by post, email or SMS in relation to essential membership and volunteers services, including but not limited to membership renewals.

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

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

- promote and encourage participation in the sport of golf by sending members’ communications and booking information 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 the sport of golf by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of golf. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

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 contact us on

secretary@innerleithengolf.co.uk

If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers, and officials 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.

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

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additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

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.

As an affiliated club of Scottish Golf Ltd we are required to ensure that all of our members are members of Scottish Golf Ltd as a condition of affiliation. We will share your name and membership category with Scottish Golf Ltd who will become a controller of your personal information when they receive it.

Scottish Golf Ltd's privacy notice explains how they use your personal information and can be accessed here:

<https://www.scottishgolf.org/club-services/legislation/data-protection>

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.

How long we keep your personal information

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 three years.

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