



NGCAA

NATIONAL GOLF CLUBS'
ADVISORY ASSOCIATION

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GDPR GUIDANCE

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Members personal Data Audit

General data protection regulations are changing. In order to prepare for the changes, we need to get your permission to continue to hold your personal data and inform you of your individual rights under the new legislation. We require you to opt in to be able to hold your personal data however certain information is required to fulfill our contractual obligations as detailed below.

Name: Joe Bloggs

Address: 123 Blogg lane

Postcode: AB12 3CD

(Potentially) Date of Birth: 01/01/1990

(Potentially) **Bank Details: 569784 15364789

(Potentially) Joining Date: ?? 01/01/2010

We use the information above to allow us to fulfil our contractual obligations to you as a member to enable us to send you an annual **subscription renewal and also to process competitions. We share this information with (ClubV1, BRS etc. Membership Administration System) but your personal data is administered internally by the club's data controller who adheres to the Golf Club's internal data protection policy and procedures.

We also hold the further information below to be able to correspond with you regarding our club activities including events and competitions by way of post, telephone, email or SMS.

Telephone: 01234 567891

If you would like us to continue holding this further information please **tick** this box

Email: joebloggs@bloggs.com

If you would like us to continue holding this further information please **tick** this box

Mobile Telephone: 07123456789

If you would like us to continue holding this further information please **tick** this box

'I am happy for you to communicate with me regarding additional club activities via the following means'
Please **tick** the relevant box(es).

Post

Email

Telephone

Mobile

We may also share your information with selected businesses directly connected to the club so that they may send you information about their products and services by email. If you agree to your information being shared in this way please tick the box.

If you need any further information please write to us at ... Golf Club, Street Name, Town Name, County Name, NG3 4AA

'I confirm **I am over the age of 16** and have read, understood and agree with the way my data will be used by the ... Golf Club' - ***If under the age of 16 a parent or guardian must sign this form on your behalf***

Signature: **(Member / Guardian) Delete as appropriate**

Date:

Print Name:

EXAMPLE

Competition Entry Form

General data protection regulations are changing. In order to prepare for the changes, we need to get your permission to continue to hold your personal data and inform you of your individual rights under the new legislation. We require you to opt in to be able to hold your personal data however certain information is required to fulfill our contractual obligations as detailed below.

Name:

Address:

Postcode:

Telephone:

(Potentially) Date of Birth:

Gender:

Home Club:

Handicap:

(Potentially) CDH number:

We use the information above to allow us to fulfil our contractual obligations to you as a competitor to enable us to fulfil our contractual obligations in administering the competition. We share this information with (ClubV1, BRS etc. Membership Administration System) but your personal data is administered internally by the club's data controller who adheres to the Golf Club's internal data protection policy and procedures.

Upon conclusion of the competition the data supplied above is destroyed in accordance with our Privacy Policy which is available on request.

If you need any further information please write to us at ... Golf Club, Street Name, Town Name, County Name, NG3 4AA

'I confirm **I am over the age of 16** and have read, understood and agree with the way my data will be used by the ... Golf Club' - ***If under the age of 16 a parent or guardian must sign this form on your behalf***

Signature: **(Member / Guardian) Delete as appropriate**

Date:

Print Name:

Society Event Form

General data protection regulations are changing. In order to prepare for the changes, we need to get your permission to continue to hold your personal data and inform you of your individual rights under the new legislation. We require you to opt in to be able to hold your personal data however certain information is required to fulfill our contractual obligations as detailed below.

Organisers Name:

Address:

Postcode:

Telephone:

We use the information above to allow us to fulfil our contractual obligations to you as a society organiser in administering the event. We keep this data secure in accordance with our Privacy policy and Data protection procedures. Your data is administered internally by the club's data processor who adheres to the Golf Club's internal data protection policy and procedures

**We share your data with our external data processors but your personal data is administered internally by the club's data controller who adheres to the Golf Club's internal data protection policy and procedures. – this is required if you enter them onto your database which is shared with external providers*

We would like to retain your data to enable us to send you future offers at the club available to societies. If you are happy for us to do this please tick this box;

'I agree to you retaining my data for this purpose'

If you need any further information please write to us at ... Golf Club, Street Name, Town Name, County Name, NG3 4AA

'I confirm **I am over the age of 16** and have read, understood and agree with the way my data will be used by the ... Golf Club' - ***If under the age of 16 a parent or guardian must sign this form on your behalf***

Signature: **(Member / Guardian) Delete as appropriate**

Date:

Print Name:

Privacy policy

What information do we collect about you?

We collect information about you when you join our Golf club **or voluntarily sign up to receive our newsletter from our website**. We collect only the information required from you to be able to fulfil our contractual obligations which includes being able to contact you to be able to send you a subscription renewal notice, AGM notices and to administrate competitions at the club.

How your information about you will be used.

We use the information collected to allow us to fulfil our contractual obligations to you as a member which will include contacting you by post. In order to fulfil our contractual obligations, to you as a member, we share your information with external and internal data processors (ClubV1, BRS etc. Membership Administration System) but your personal data is administered internally by the clubs Data Controller who adheres to the Golf Club's internal data protection policies and procedures.

Marketing

We would also like to be able to correspond with you regarding our activities including events and competitions by way of post, telephone, email and SMS. We don't share your data with external marketing companies who would contact you this way. If you have consented to this correspondence you can opt out at any time

Individuals Rights

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 or write to the data controller at the club. This will be provided to you in a portable, machine readable commonly used format. (DATA PORTABILITY-NEW)

We want to make sure that your personal information is accurate and up to date you may ask us to correct or erase information that you think is inaccurate.

At the time of collecting data you have the right to object to the club holding certain information about you.

This information is provided free of charge.

Changes to our privacy policy

We keep our privacy policy under regular review and will place any updates on our **website**. This privacy policy was last updated on **DATE**

How to contact us

If you need any further information please email us on write to us at ... ADDRESS

Clubs Policies and Procedures – How to write

How is everything managed internally? Ensuring everyone is aware of the correct way to handle data. Although this will be an internal document it should be available to members.

First off, establish who is going to be designated the data controller? (Data Protection officer)

- The data protection officer responsibilities
- Reporting lines
- Training and awareness of data processors
- Reviewing privacy policy regularly
- Bring to the attention of the members
- Reporting data breaches

Who are the data processors?

- Staff (Office, Bar etc.)
- Internal Competition administrators
- Open Competition administrators
- Deletion of data after Open competition / Society visits (Unless storage permission given with privacy statement)

Safe storage of data

- Password protection, including laptops or storage devices taken off site
- Review contract with external processors (ClubV1, BRS etc.)
- Establish procedures for changing and storing passwords
- Screensavers, automatic logout and requirement of password
- Paper documents (Filing, Shredding etc.)
- Historical documents (Past members, past employees)

Data breach procedures

- At the club
- Data held externally by data processors
- Who to contact (Data Protection Officer)
- Who to Report to (Information Commissioners Office)

SARS Procedure

- Subject Access Requests
- Who handles at the club (Data protection officer?)
- Collecting the data and providing it
- Readable format as per Data Portability
- Time Limits
- Free of charge
- Objection

Data Protection Policies

- To inform internal data processors of their obligations
- Who is writing them?
- How are they reviewed
- How are they brought to the attention of members and processors?

Employees

- A guide
- Privacy policy, separate
- Tribunal Claims 3 months
- PI claims 3 years
- Breach of contract 6 years

Impact Assessment

- Only relevant if you move external data processors (ClubV1 to BRS etc.)

Children – Pay special attention to the format you provide. Applications from under 16's