

*** This policy is subject to updates and annual review



ROYAL TARLAIR GOLF CLUB

PRIVACY NOTICE

MEMBERS / VOLUNTEERS / PARTICIPANTS/GOFLERS

The objects of the Community Club, Royal Tarlair Golf Club shall be to provide facilities for playing the game of golf and suitable Clubhouse accommodation and amenities for the members. The Community Club shall be a non-profit making body with an open membership policy, dedicated to the supply of sporting services.

The club shall be governed by an Executive committee which will include, Office-bearers consisting of Captain and Vice-Captain, Honorary President and Vice-President or Vice-Presidents and up to twelve further members. A Secretary and Treasurer shall also be appointed and the holders of these posts (which may be combined) may be appointed from out with the Club membership

The club is affiliated to Scottish Golf Limited and the subsidiary body North East District. Golf participation is governed by rules and regulations of set down by CONGU for handicapping and course set and the rules of golf set down by The Royal & Ancient Golf Club of St Andrews. With licensing matters controlled by Aberdeenshire Council North.

Royal Tarlair Golf Club will be a “controller” of the personal information that you provide to us through an application form, consent form or entry form.

Members’ Personal Data:

When you register as a member of Royal Tarlair 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, contact telephone numbers, date of birth
- Membership criteria / category – Full, Senior, Associate, Junior, Social, Junior Under 14 and Junior Over 14.
- Payment details – bank account number, sort code, card details, etc.
- Participation details – player, parent, volunteer, social member, Handicap CDH number.
- equality information – disability (if any), medical requirements, ethnic group, religious belief, gender identity, sexual orientation
- other personal information, PVG membership, proof of ID

Volunteers’ Personal Data:

When you volunteer at Royal Tarlair Golf Club, we will ask you for the following personal information:

- contact details– name, address, email address, contact telephone numbers, date of birth
- participation details –, parent, committee, member
- equality information – disability (if any), medical requirements, ethnic group, religious belief, gender identity, sexual orientation
- Other personal information, PVG membership, or information to allow the club to apply for PVG membership which will include proof of ID including passport, driving license, birth certificate or utility bill.

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, including voting, licensing requirement and
- Set up online facilities for handicap purposes via Club Systems international Ltd and subsidiary How Did I Do and booking facilities via BRS a subsidiary of Golf Now.
- Send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals, annual and general meeting notification, membership fees’

Participants’ Personal Data:

When you book a place with us and/or attend a coaching course, competition, event, training course, etc. We need to collect your personal information so that we can honour your booking and to enable you to participate

- Set up playing and home club information via Club V1 (Club Systems International Ltd) competition management system, to allow the running of event and returning of handicap scores as set down by CONGU and the rules of The Royal & Ancient.
- Return prizes won to the player

If you do not provide us with all of the personal information that we need to collect then this may affect

information, updated information on club events and competitions. Also information on membership benefits

our ability to book your place and run our event in accordance with the rules of golf.

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 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 golf by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category and your eligibility to participate
- monitor and develop participation in golf by monitoring members' engagement and participation through [insert uses] and inviting our members to participate in surveys for researching and development purposes];
- Invite our members as award winners or guests to our annual awards evening or events held at the club.
- Engage with members regarding fundraising events and volunteers assistance
- 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 and
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to golf. We will use your personal information to investigate your complaint, to suspend membership, 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 Royal Tarlair Golf Club, Buchan Street, Macduff, AB44 1TA addressed to the Captain or via e-mail info@royaltarlair.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 memberⁱ

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 contact us on Royal Tarlair Golf Club, Buchan Street, Macduff, AB44 1TA addressed to the Captain or via e-mail info@royaltarlair.co.uk. 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

- The Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements.
- 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

- Our Scottish Golf Ltd regulatory requirements to provide annual audits of members and players handicaps electronically and provide them with figures of such.
- 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 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 and for promotional use including but not limited to journalistic purposes and social media

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 and complying with licensing requirements

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Royal Tarlair Golf Club employs third party suppliers to provide services, including [IT, payroll, handicapping, online booking etc.]. These suppliers may process personal information on our behalf as “processors” and are subject to conditions to only process that personal information in accordance with those purposes.

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.

Members' Personal Data

As [a registered / a member / 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 our [registration / membership / affiliation].

We will share personal details including contact, handicap and D.O.B with Scottish Golf Limited and who collect personal information so that they as governing bodies can manage your membership. This use the information for the purpose of including but not limited to set up your online membership account; send membership communications [by post or email] in relation to essential membership services with Scottish Golf limited, who will become a controller of your personal information when they receive it. Scottish Golf Limited's privacy notice explains how they use your personal information and can be accessed within the clubhouse on by visiting this link

www.scottishgolf.org/wp-content/uploads/Scottish-Golf-Privacy-Notice-Club-Volunteers-Players-Members.pdf

The club use Club V1 to manage our membership database and competitions which is provided to the club by Club Systems International Ltd, who will become a controller of your personal information when they receive it. For the purposes of Membership they hold all information pertaining to members as previously outlined within this document. Club Systems International Ltd.'s privacy notice explains how they use your personal information and can be accessed by visiting this link <http://www.clubsystems.com/index.php?stub=Home&action=index&slug=gdpr>

The Clubs uses GolfNow/BRS online booking system who will become a controller of your personal information when they receive it. For the purposes of booking competitions and tournaments. BRS's 's privacy notice explains how they

Participants'/Golfers Personal Data

We publish the results of our competitions including but not limited to our website, social media sites and via press. This includes competitors' [name, handicap, home club, gross and nett scores)

The club use Club V1 to manage competitions and How Did I do to publish competition results and handicap information both of which is provided to the club by Club Systems International Ltd, who will become a controller of your personal information when they receive it.

- For players they hold all relevant details pertaining to players who hold or have held a handicap including but not restricted to Name, Date of Birth, exact Handicap, Handicap History, CDH number and home club

Club Systems International Ltd.'s privacy notice explains how they use your personal information and can be accessed by visiting this link <http://www.clubsystems.com/index.php?stub=Home&action=index&slug=gdpr>

Scottish Golf Ltd, maintain the Central Database of Handicaps, on receipt of initial handicap all players are provided with a life time Central Database Handicap number. This is allows clubs to access players exact handicap details to ensure all competition play is run in accordance with the rules of golf. Scottish Golf limited, who will become a controller of your personal information when they receive it.

- For players they hold all relevant details pertaining to players who hold or have held a handicap including but not restricted to Name, Date of Birth, exact Handicap, Handicap History, CDH number and home club

use your personal information and can be accessed by visiting this link
<https://www.nbcuniversal.com/privacy/european>

Scottish Golf Limited's privacy notice explains how they use your personal information and can be accessed by visiting this link www.scottishgolf.org/wp-content/uploads/Scottish-Golf-Privacy-Notice-Club-Volunteers-Players-Members.pdf

GolfNow/BRS maintain the clubs online booking system, all players including visitors have access to the system for the purpose of booking times for casual rounds, competitions and tournaments.

- For players they hold relevant details pertaining to players including but not restricted to name, handicap, home club and membership category
- For visitors, they hold relevant details to allow booking golf at the club including but restricted to Name, Address, e-mail, home club and handicap. The system on booking may requested bank details, for the which the club has no direct access to

BRS privacy notice explains how they use your personal information and can be accessed by visiting this link <https://www.nbcuniversal.com/privacy/european>

HOW WE PROTECT YOUR PERSONAL INFORMATION

Your personal information is stored on our electronic filing system and our servers based in the [UK / EU], and is accessed by our [staff / committee / volunteers] 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 6 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Royal Tarlair Golf Club and for how long. We need to do this to [comply with the Companies Act 2006, which requires us to keep a register of members] or [in the event of a claim against Royal Tarlair Golf Club

Participants/Golfers Personal Data

We keep our participants personal information as long as is necessary to maintain competition information

Away players information is review on a biannually bases via Club V1

YOUR RIGHTS

You can exercise any of the following rights by writing to The Captain, Royal Tarlair Golf Club, Buchan Street, Macduff, AB44 1TA, or via e-mail to info@royaltarlair.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 Royal Tarlair 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
