

Craignure Golf Club – Privacy Notice

What we need

Craignure Golf Club will be a “controller” of the personal information that you provide to us via your membership form.

When you register as a member of Craignure Golf Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 12), we will ask you for the following personal information:

- contact details – name, address, email address and phone number;
- membership category – for example, adult, junior, etc., and your age;

Why we need your personal information – contractual purposes

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 insurance, provision of a club handicap, management of club competitions, etc.;
- send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees information, etc.;

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 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;
- 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;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to golf at Craignure;

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 info@craignuregolfclub.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

- 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;

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 on our website or social media pages for promotional and/or journalistic purposes.

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 as a condition of our affiliation.

We will share full membership details with Scottish Golf who will become a controller of your personal information when they receive it. Scottish Golf's privacy notice explains how they use your personal information and can be accessed here: (<https://scottishgolf.org/terms-and-conditions/>).

We may publish the results of our competitions on our website and on social media. This may include competitors' name, and the result.

How we protect your personal information

Your personal information is stored on our electronic filing system based in the UK, and is accessed by our staff and volunteers for the purposes set out above.

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 six years.

Your rights

You can exercise any of the following rights by writing to us at the club, or emailing: info@craignuregolfclub.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 Craignure 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