

MELTON MOWBRAY GOLF CLUB PRIVACY POLICY



CONTACT

The Melton Mowbray Golf Club (MMGC), Thorpe Arnold, Melton Mowbray, Leics., LE14 4SD, is the Data Controller of your personal information.

The MMGC Data Protection Officer is the MMGC Office Manager who should be contacted with any queries or requests to exercise your rights mentioned in this policy.

This Privacy Policy describes how we deal with personal information

PERSONAL DATA

1. What personal data is held?

MEMBERS

Name, address, telephone contact numbers, email addresses, date of birth, payment details, handicap details, marketing preferences

VISITORS

Name, address, telephone contact numbers, email addresses, details of how you have contacted us, marketing preferences

2. How is the data retained?

MMGC holds personal data in paper and electronic form.

3. How is the data obtained?

Membership application form, visitor information request forms, online bookings.

4. What is the lawful basis for retention of personal data?

For golf club members, the administration and management of our contract with you in respect of your golf membership eg operating the club and providing members with bookings, event management and other services they request

For internal record keeping

To send promotional material to members and visitors - where specific consent has been given by an individual to do so

5. Who is the data shared with?

England Golf - to administer golf membership

How Did I Do - to administer golf membership

Golf Now - to administer golf membership

MMGC Professional - to administer golf membership and visitors

MMGC Members - to administer golf membership

Other third parties in respect of legal requirements (eg court order) or to prevent fraud or illegal activity

CONSENT

Much of what we do with your personal information is on a lawful basis and not based on your consent. For processing that is based on your consent, you can take back that consent for future processing. You can do this by contacting us using the details supplied.

DATA RETENTION

Personal data will be retained during the period of the relationship between an individual and the MMGC.

In the event of termination of a relationship, personal data will destroyed/ erased as follows:

- Member data - destroyed/ erased after 1 year
- Visitor data - destroyed/ erased after 1 year

ACCURACY

Where a member/visitor advises of an update to their personal data retained by the club our records will be updated immediately.

A reminder to advise the club of any changes to personal data is attached to the members' annual mailing.

MMGC will advise any third party if they have been provided with inaccurate personal data.

SECURITY

The MMGC maintains adequate technical and organisational security to protect personal data.

SUBJECT ACCESS REQUESTS

On request for access to personal data, the MMGC will comply within 1 month of the request. Any request will be dealt with by the Data Protection Officer by post or electronically.

Request for access can be refused if it is considered it is manifestly unfounded or excessive. The person making the request, in such cases, will be advised why and that

they have the right to complain to the supervisory authority and to a judicial remedy. This will be undertaken without delay, but within 1 month.

ACTION IN THE EVENT OF A BREACH UNDER DATA PROTECTION

MMGC will advise the ICO in the event of a breach under data protection regulations and within 72 hours of the breach, unless the breach is unlikely to result in a risk to the rights and freedoms of data subjects. This is a judgement call that will need to be documented as part of the breach response. Notification will also be given to the individual/s concerned.

WEBSITES

There may be links on the MMGC website to other websites, but this privacy policy only applies to the MMGC.