

**General Data Protection Regulation (EU) 2016/679 (GDPR)**

The General Data Protection Regulation (EU) 2016/679 will apply in EU Member States from 25 May 2018 and will govern how organisations use personal data and increase the protection of individual’s privacy. There will also be a new UK Act to replace the Data Protection Act 1998.

Thurso Golf Club is open to all who have an interest in Golf. Thurso golf is affiliated to the Scottish Golf Union (SGU) and Golf Highland.

Thurso Golf Club will be a “controller” of the personal information that you provide to us.

When you register as a member of Thurso 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, date of birth, etc.];
* [membership criteria / category – for example, golfer, parent, volunteer, etc.];
* [payment details – bank account number, sort code, card details, etc.];
* [participation details – for example, parent, golfer, etc.];
* [equality information – for example, disability, etc.];

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 information on events being arranged by Thurso Golf Club
* 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.]; and

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 Golf by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
* monitor and develop participation in Golf by monitoring members’ engagement and participation through competitions 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 [dinner / ceremony], which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
* 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. [we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.];

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 tgcmembership@btinternet.com. 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.

**Who we share your personal information with.**

As an affiliated club of Scottish Golf we are required to ensure that all of our members are members of Scottish Golf as a condition of our affiliation.

We will share Members name address and category of Membership 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 www.scottishgolf.org

**How long we will 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 5 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Thurso 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 Thurso Golf Club.

You can exercise any of the following rights by writing to us at Thurso Golf Club, Newlands of Geise, Thurso, Caithness, KW14 7XQ / tgcmembership@btinternet.com.

**Your rights.**

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 Thurso 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](http://www.ico.org.uk/)