

Policy 4. GDPR NOTICE FOR MEMBERS AND VISITORS

Thornhill Golf Club holds and controls personal information about members and visitors. This policy explains what this information is, what we use it for and how we manage it.

- The club gathers information as follows:

	Club Members	Visitors
What information is collected	Name Address Contact details D.O.B. Golf Handicap and CDH no Gender Membership category Bank Account Details	Name Address Contact details D.O.B. Golf Handicap and CDH no Gender Home Golf Club
Why/What is it for	To enable effective club and member management, e.g. subscription renewal, affiliation fees to Scottish Golf Ltd, voting, notices, on-line accounts for HDID and BRS tee booking, member surveys, contacting members etc. Bank account details are used for setting up direct debit instructions and taking membership fee payment instalments via BACS Payment Schemes Ltd, the company who run direct debit in the UK. Their Privacy Policy can be viewed at https://www.bacs.co.uk/pages/privacypolicy.aspx Events may be filmed or photographed for promotional purposes.	For managing event, organising tee-off times and recording results. Events may be filmed or photographed for promotional purposes.
When/How is it collected	Contact details are collected when joining, by completion of paper application form Bank details are collected/amended at any time by completion of paper form direct debit mandate	At time of entering competition via the entry process, either on-line or by submission of paper entry form.
How is it kept up to date	Name and contact details can be updated by contacting the club office.	Not relevant
How is it used	Contact and golf details are recorded on a fully hosted cloud-based golf club management system provided by Club Systems International Ltd. This system has the highest level of SSL certification (i.e. security) available. Club Systems Int Ltd privacy policy can be viewed here. http://www.howdidido.com/Home/PrivacyPolicy	Contact and golf details are recorded on a fully hosted cloud-based golf club management system provided by Club Systems International Ltd. This system has the highest level of SSL certification (i.e. security) available. See adjacent box for privacy policy link.
Retention	Thornhill Golf Club will retain former member details for a period of 3 years after all outstanding bills are cleared for that member. This is in order to provide information about offers for previous members.	Thornhill Golf Club will retain this information for 1 year
Who is it Shared with?	Not shared for marketing purposes. Basic details, i.e. phone number and email address will be shared with other members, for the purposes of arranging matches etc.	Not shared

- Access and Correction Rights**
- You have the right to see details of the information that we hold about you. Contact the Club for this. We would encourage you to update your Personal Information promptly if it changes.
- Changes to the Policy**
- We reserve the right to modify, add or remove sections of this privacy policy at any time.
- Revision History