



# Worcester Golf & Country Club

## Privacy Policy

### Introduction

General Data Protection regulations are changing. In order to prepare for these changes we are required to inform you about the personal data we hold and how we use that personal data. The General Data Protection Regulation (GDPR) is a new, Europe-wide law that replaces the Data Protection Act 1998 in the UK. It is part of the wider package of reform to the data protection landscape that includes the Data Protection Bill. The GDPR sets out requirements for how organisations will need to handle personal data from **May 25, 2018**.

Worcester Golf & Country Club are committed to protecting the privacy of our members & visitors. This Privacy Policy is designed to let you know what information we collect about you, how we store it and how we use it.

### Statutory Obligation

We are registered with the Information Commissioner's Office (ICO) and we appear on the Data Protection Public Register, Registration Ref: **ZA245649**. We are committed to compliance with all relevant data protection legislation, including the General Data Protection Regulation effective 25th May 2018 and Privacy and Electronic Communications Regulations 2003.

### What information do we collect about you and how will we use the information

When you join Worcester Golf & Country Club we collect only the information required from you to be able to fulfil our contractual obligations which includes being able to contact you to be able to send you a subscription renewal notice, AGM notices, and administer competitions and social events at the club. We collect information about you such as your name, postal address and e-mail address and demographic profile information (for example, your postcode and age), to manage your account, and if you agree, to contact you by email, SMS, post or telephone. We do not retain any financial information in the way of personal account or credit card details.

Your information is shared with our external data processor, ClubV1 membership administration system. Your information is protected under the same legislation and we hold written guarantees that your information is not shared with any third party organisation. If you use their site Howdidido.com you do so at your own risk accepting their privacy policy upon joining. We may use information collected from our website to improve and personalise your repeat visits to our website. If you agree we shall share your personal contact information with other club members. You will have the choice to opt in to our club diary, the private members area on our web site, both options or neither.

You have the right at any time to stop us from contacting you for general newsletters, marketing purposes or shared contact details, please email [secretary@worcestergcc.co.uk](mailto:secretary@worcestergcc.co.uk)

## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email us at [secretary@worcestergcc.co.uk](mailto:secretary@worcestergcc.co.uk) or write to us at: Secretary, Worcester Golf & Country Club, Bransford Road, Worcester, WR2 4EZ. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## How long we will keep the information for

Your information will be kept for no longer than is necessary for the purposes for which your personal information is processed. In doing so we may retain such information for a reasonable time to prevent fraudulent activities, for our own reporting regulatory requirements and to protect ourselves in the event of any legal claims and complaints.

## Children

If you are aged 16 or under, please obtain your parent or guardian's permission prior to providing any personal information to us. Children without this consent should not provide us with such information and we will not ask them directly but through a parent or guardian.

## Dealing with other people

To comply with data protection legislation, it is our procedure to deal only with the named person. If you would like someone else to be able to deal with your membership for you, please let us know. In some exceptional circumstances, we may deal with other people who call us on your behalf. If at any time you would prefer us to deal only with you, please call to let us know.

## Security

Worcester Golf & Country Club employs up to date technology to protect against the loss, misuse or alteration of information under our control. Our internal procedures cover the storage, access and disclosure of information in accordance with data protection legislation.

Please note e-mails are not 100% secure. We advise that you take this into account before e-mailing personal and confidential information to us. If you send information by e-mail to us, you are doing so at your own risk. We use industry standard encryption technologies when transferring and receiving customer information exchanged with our website. Your personal information may be held on computer or manual files which are stored securely.

## External Links

Worcester Golf & Country Club accepts no responsibility for the content or privacy practices of any site to which a hypertext link from this site exists. The links are provided "as is" with no warranty, express or implied for the information provided within them.

## Contacting Us

If you have any queries about this policy we can be contacted by:

Email: [secretary@worcestergcc.co.uk](mailto:secretary@worcestergcc.co.uk)

Post: Worcester Golf & Country Club, Bransford Road, Worcester, WR2 4EZ

Telephone: 01905 422555

Please return to the Secretary's Office

Worcester Golf & Country Club personal GDPR notification form

**We would like to continue to be able to correspond with you regarding our club's activities and in order for us to carry out this processing we require you to positively OPT IN by completing the boxes below.**

I am happy for you to communicate with me by the following means, Please tick.

Post       Email       Telephone       Mobile

I am happy for you to share my contact details in the club diary

We also require your permission to share your contact information with the club professional so they may send you information about their products and services.

I am happy for you to share my contact information with the club professional

If you fail to return this to the secretary's office we will only use your contact details to fulfil the contractual obligations of the club with regards to the subscription renewals and notification of official club business IE notice of AGMs etc.

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_