



PRIVACY NOTICE FOR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club and explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the Thirsk & Northallerton Golf Club.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When you complete an application form for membership at Thirsk & Northallerton Golf Club, request information from us, or sign up to any of our services, we obtain personal information about you such as information regarding your:

- personal contact details such as name, title, email addresses and telephone numbers
- date of birth
- gender
- membership start and end date
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information
- records of your attendance at any events hosted by us
- details of any county membership
- details of next of kin, family members and emergency contacts
- records and assessment of competition results, details regarding events/matches attended and performance
- any disciplinary and grievance information

We may also collect, store and use some “**special categories**” of more sensitive personal information such as:

- information about your health, including any medical condition

In relation to any special category personal data that we do collect and process we only do so on the basis that

- it is necessary e.g. the use of a buggy in certain competitions
- it is based on your explicit consent

We may also collect criminal records information about you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

2. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, you register an account with us at Thirsk & Northallerton Golf Club, when you purchase any services or products we offer, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

3. **WHY WE NEED YOUR PERSONAL DATA**

The reason we need your personal data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

4. **HOW WE USE YOUR PERSONAL INFORMATION**

We use your information to:

- administer and manage your membership, including dealing with payments, to fulfil your membership contract with us
- send you information within your membership package including competitions, handicaps, club events, updates on golf as well as information about the club and social events
- administer your attendance and performance at any competitions or events you sign up to
- publishing competition results
- gather evidence for possible grievance or disciplinary hearings
- comply with legal obligations

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on lawful bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. **WHO WE SHARE YOUR PERSONAL INFORMATION WITH**

We share personal information with the following parties:

- With some other members such as team captains, organisers of events, as required to facilitate your participation in golf club activities
- To any governing bodies or regional bodies for golf: to allow them to properly administer golf on a local, regional and national level.
- Other service providers: e.g. our accountants, competition and handicapping software providers
- If we have a statutory duty to disclose it for other legal and statutory reasons

6. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union, unless that country or territory also ensures an adequate level of protection.

7. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

8. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used
- the right to access the personal information we hold about you
- the right to request the correction of inaccurate personal information we hold about you
- the right to request the erasure of your personal information in certain limited circumstances
- the right to restrict processing of your personal information where certain requirements are met
- the right to object to the processing of your personal information
- the right to request that we transfer elements of your data either to you or another service provider
- the right not to be subject to automated decision-making

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

9. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

10. UPDATING YOUR INFORMATION

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address, by contacting us by using the details set out in the "**Contacting us**" section below.

11. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email secretary@tngc.co.uk or write to us at Thirsk & Northallerton Golf Club, Thornton-le-Street, Thirsk YO7 4AB.