

# **Society Golfing Privacy Notice for Personal Data:**

## **Lawful basis for processing.**

Society Golfing stores data under the basis of Legitimate Interests as defined in the General Data Protection Regulations. This is the most appropriate basis for processing given that the subscriber's information is only used in ways that they would reasonably expect, there is minimal impact on privacy and there is an obvious justification for the processing.

## **The Data Controller.**

Society Golfing will be the 'Controller' of the personal data you provide to us.

## **What information is required?**

We only collect basic personal data, including the name of your Golf Society, the name, address, email and telephone number of the Society Member, herein known as the Golf Society Administrator, completing the registration.

## **Why we need it.**

We need to know your basic personal data in order to provide you with information in line with your Society Golfing membership. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you. From time to time, we may have a need to contact Golf Society's Administrators to provide information and updates about the service. This will be done predominantly via notices on your Administrator Home Page, but may, on very rare occasions, require direct contact via email.

## **What we do with your data.**

All the personal data we hold is processed by staff in the UK. For the purposes of IT hosting and maintenance this information is located on servers within the United Kingdom. No third parties have direct access to your personal data unless the law allows them to do so.

Society Golfing will not use the data you provide for any purpose other than for the running of your Golf Society under the full control of the Golf Society Administrator.

It should be noted that Society Golfing uses encryption when transferring data via the internet to user's browsers. Data is not store in encrypted form, but is password protected.

## **How long do we keep data?**

Your information will be kept with us until you notify us that you no longer wish to receive services from Society Golfing. In such cases your information will be removed at the earliest opportunity, certainly within 72 hrs. Notification must come from the email

address on file as the Golf Society Administrator. You may at any time edit the data that you provided on first registration by using the link entitled "Society Details Page", which subscribers can find in their Golf Society Administration Area.

### **Your Members data.**

In addition to our responsibilities to you, the Golf Society Administrator, Society Golfing has a duty of care to your members. If contacted by an individual member asking for information about the data held on them as individuals, we will provide such in line with current regulations.

### **Responsibilities of the Golf Society Administrator.**

In taking on the role of the Golf Society Administrator, you have a responsibility to your Society Members to ensure that your members' information is correct and not used for purposes other than the administration of your Golf Society. You should also obtain permissions from your members to allow their data to be uploaded, stored and used for the purpose of administering your Golf Society.

### **What are your rights?**

If at any point you believe the information that we process is incorrect, you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is Mike Jeffery and you can contact him at [mike@societygolfing.co.uk](mailto:mike@societygolfing.co.uk).