# **Beaverstown Golf Club (BGC) General Privacy Policy**

# Introduction .

The General Data Protection Regulations (GDPR) come into effect on 25th May throughout the European Union. In terms of the legislation Beaverstown Golf Club, Donabate, Co Dublin (BGC) is a data controller and is fully committed to full compliance with the terms and obligations of this legislation.

This privacy statement explains why and when BGC collects personal data and how it may use and store that data. Personal data means any information we hold in relation to an identified or identifiable individual.

The privacy of each individual is of the utmost importance to BGC and the Club will not release any personal data to any third party without consent of the individual and unless required by law.

BGC reserves the right to amend this privacy policy without prior notice from time to time.

# Information we collect and why we collect it .

From time to time we may collect information about you from you. We will collect the following information from you:

|  |  |
| --- | --- |
| Type of information | Why we collect it |
| Name, address, gender, telephone number and email address | Managing the activities of the club including competitions, teams, results, newsletters, informing members about meetings and renewing membership |
| Golf Handicap | For use in determining eligibility for competitions and teams, for liaising with GUI/ILGU and to manage handicap changes through appropriate software |
| Correspondence between you and the Club | To maintain a record of any interaction between a member and the club that may be required in the future |
| Website access | BGC may collect details of your website access in order to improve the service that can be offered to the members through the website |

We may disclose your data to third parties only when it is necessary to comply with any legal obligations or to protect the right, property or safety of BGC, it members or others.

# Storing and protecting your personal data .

We are committed to ensuring that your information is secure in order to prevent any unauthorized access or disclosure. We will protect your data using physical and electronic means and by the application of strict management procedures to maintain your privacy.

# How long will we retain your personal data .

We will only retain your personal data for as long as is necessary to provide you with membership services. We will regularly destroy data that is out of date or no longer relevant to the needs of the club.

# Your rights in relation to your own personal data .

You have the right to access all the personal information or data that the Club holds in relation to you.

You have the right to request that the Club corrects or completes any personal information that you believe is inaccurate or incomplete.

You have the right to request that BGC restricts the processing of any of your personal information as you see fit.

You have the right to request that the Club deletes and destroys any personal information that it hold in relation to you. In the event that your request is not complied with you may appeal that decision to the Data Commissioner.

# Links to other websites .

 BGC website ([www.beaverstown.com)](http://www.beaverstown.com)) may contain links to websites hosted by other third parties. Please note that once you leave the BGC website then this policy no longer applies.

# Visitors, Green Fee patrons and Golf Societies .

Information which may be provided by visitors, green fee patrons or golf societies will only be used for the purposes for which it is provided i.e.to avail of Club hospitality or to receive information and book golf opportunities in BGC.

# Data breaches .

Every effort will be made by BGC to ensure that there is no loss of data or any other form of data breach as outlined in the GDPR. In the event that there is such a breach BGC will inform the Data Commissioner as appropriate and will inform any individuals as is required under GDPR.

# Employees and Contractors Personal data .

All employees of BGC have employee contracts which include personal data. BGC will only use this data within the working contract of each employee. Employee data may be shared in order to fulfill legal obligations e.g. to Revenue Commissioners or for Health and Safety reasons

All independent contractors and sole traders who are engaged by the Club also have personal information retained by the Club. This information will be used only for the purposes of fulfilling the contractual obligations of the Club with the contracted person.

# Other GDPR documents .

This policy document should be read in conjunction with a number of other documents listed below and approved by the Management Committee in BGC. All documents are available on the Club website and include:

GDPR Privacy Policy

GDPR Data Incident Log template

GDPR Data Loss Notification Policy

GDPR Data Retention and Destruction Policy

GDPR Subject Access Request Form

Approved by BGC Management Committee

124th June 2018.