

What we need

When you register as a member of Dunaverty Golf Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of [insert age limit]), we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, telephone, etc;
- membership category – for example, parent, volunteer, handicap information, etc;

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services,
- set up your online membership account,
- send you membership communications [by post or email] in relation to essential membership services,

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in golf by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes,
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements];
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to golf. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on dunavertygc@aol.com. If we agree and comply with your objection, this may affect our

ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information – legal obligations

- To maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member.
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults,

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

As an affiliated club of Scottish Golf Ltd we are required to ensure that all of our members are members of Scottish Golf Ltd as a condition of our affiliation.

We will share your information with Scottish Golf Ltd who will become a controller of your personal information when they receive it.

How we protect your personal information

Your personal information is stored on our electronic filing system and hard copy.

How long we keep your personal information¹

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 5 years.

Your rights

You can exercise any of the following rights by writing to us at dunavertygc@aol.com or Dunaverty Golf Club, Southend, By Campbeltown, Argyll, PA28 6RW.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Dunaverty Golf Club will be considered under applicable data

protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk
