

THE LEVEN THISTLE GOLF CLUB

3 Balfour Street Leven Fife KY8 4JF

Tel. 01333 426333

Email secretary@leventhistlegc.co.uk

Secretary: Andrew Traill

VAT no: 268 8784 85

PRIVACY NOTICE (2 pages)

What personal information does The Leven Thistle Golf Club collect about you?

The Leven Thistle Golf Club collects the following personal information from members:

Name and contact details, such as addresses, email and phone number.

Payment details such as debit or credit card and purchase history.

Details of members visits to The Leven Thistle Golf Club's website and information provided, such as responses to surveys and marketing preferences.

How does The Leven Thistle Golf Club use members personal information?

The Leven Thistle Golf Club uses this information for the following purposes:

To operate the Club and provide members with golf handicap maintenance, golf course tee time booking and club competition booking including registration and return of score.

To provide members with event management and other services they request.

For internal club record keeping.

(Provided the member gives consent) To send members promotional emails about special offers or other membership benefits that they may find interesting(the member can opt-out from receiving these types of communications at any time).

Does The Leven Thistle Golf Club share your personal information with third parties?

The Leven Thistle Golf Club will not share members personal information without consent, except:

Where it is necessary to share with a service provider, such as Handicap Master Ltd in order to provide members with services they have requested, such as golf handicap maintenance, customer support or marketing.

To share it with trusted business partners for the purposes of conducting data analytics or market research on an aggregated or anonymised basis.

Where The Leven Thistle Golf Club has a legal obligation to disclose the information (such as responding to a court order), to protect The Leven Thistle Golf Club's legal rights or to prevent fraud or illegal activity.

Is the data held securely?

Information is held on a number of different systems and access on any system is always restricted to those who require that specific information to undertake a specific function. Any paper records are held in a locked cupboard and key access restricted to authorised officials. The Club uses a range of standard systems packages to support members services and thus hold data electronically. Some data might be held "in the cloud" rather than on IT servers within the Clubhouse.

THE LEVEN THISTLE GOLF CLUB

3 Balfour Street Leven Fife KY8 4JF

Tel. 01333 426333

Email secretary@leventhistlegc.co.uk

Secretary: Andrew Traill

VAT no: 268 8784 85

How long will personal data be held by the Club?

On resignation from the Club your personal data records will normally be retained for up to 18 months or until approval of the Club Accounts which cover the accounting period of your final subscription payment. The records may be retained beyond this time frame in the event of legal actions against the Club or if a Court Order is received requiring the Club to retain a member's data or in the event that a member has outstanding subscriptions when leaving.

What are your Data Protection Rights?

The new GDP Regulations set out your rights in terms of the Club holding your personal data and in particular your rights to:

- (1) be informed regarding what data is being held and why
- (2) to have access to the data being held so as to verify accuracy
- (3) to be able to rectify any errors in the data
- (4) to request erasure of the data being held

Who do you contact for more information?

Members have the right to see what data is held in respect of their personal record and requests should be made directly to the Club Secretary and Treasurer, Mr Andrew Traill.

Dated 25th May 2018.