**ROTHBURY GOLF CLUB LTD.**

**PRIVACY POLICY**

Rothbury Golf Club is committed to respecting your privacy. This notice is to explain how we may use personal information we collect from you as a member or when you book a tee time through our website [www.rothburygolfclub.com](http://www.rothburygolfclub.com). This policy only covers information given to us directly by you in the membership application process or by you on www.rothburygolfclub.com. Our website contains links to other websites and this policy does not cover those websites.

This policy explains how we comply with the law on data protection and what your rights are in relation to that information.

1. Personal Information we may collect from you
   * contact details such as name, title, address, email address and telephone numbers
   * date of birth
   * gender
   * membership start and end date and your membership category
   * your England Golf national CDH number
   * records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us
   * transaction and payment information
   * CCTV footage
   * images in video and/or photographic form
   * your marketing preferences so that we know whether and how we should contact you
   * Where necessary, details of next of kin, and emergency contacts
   * records and assessment of your handicap and your competition scores
2. **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you: This information will only be collected with your specific consent.

* + information about your health, including any medical condition where this is necessary for our ‘Use of Buggy policy’ or in support of a request to change your membership category.

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

1. how do we use this information

* to operate the club,
* to manage your membership & handicap,
* to provide you with tee booking and competition entry facilities,
* where you have given specific consent, to send you information about events, membership benefits and special offers that we feel may be of interest to you, and to contact you for specific market research concerning our products and services. This consent can be withdrawn by you at any time.

1. Disclosure of your PERSONAL information

We may share your personal information with the following parties:

* + Any party approved by you.
  + Any governing bodies or regional bodies for golf, to allow them to properly administer the sport on a local, regional and national level.
  + Our Commercial Partners: such as BRS Golf, Golf Now LLC, Handicap Master and Master Scoreboard, where it is necessary in order to fulfil your membership contract with us and to provide you with services you have requested, such as tee booking and competition entry facilities.
  + Any outside agency where we are required by law to do so.

1. **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

.

1. **HOW LONG WE WILL KEEP YOUR PERSONALINFORMATION**

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, we will only keep it for so long as is legally or administratively necessary. 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:

* + CCTV records which are held for no more than 30 days unless we need to preserve the records for the purpose of prevention and detection of crime;
  + Honour boards and Team/Captain photographs, which may be kept indefinitely
  + Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;

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.

1. **YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION**

You have many rights in relation to your personal information for example to object, to rectification and to erasure. For full information about these rights, please visit the Information Commissioners website at <https://ico.org.uk/for-the-public/>.

To exercise any of your rights, or if you have any questions relating to your personal information, please contact us by email at [secretary@rothburygolfclub.com](mailto:secretary@rothburygolfclub.com) or by writing to us at Rothbury Golf Club Ltd, Whitton Bank Road, Rothbury NE65 7RX.

We are here to help and would encourage you to contact us to resolve any complaint first.

.

1. **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 always seek your consent to changes in the way we use your personal information.

**Version 1 dated 23rd May 2018**