

## **Your Personal Data:**

### **What we need**

Worcestershire Golf Club captains will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address, email etc.

### **Why we need it**

We need to know your basic personal data in order to effectively run the membership records and availability for matches and society communication. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### **What we do with it**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3<sup>rd</sup> parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

### **How long we keep it**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years. Your information will be kept with us until you notify us that you no longer wish to receive this information or you resign your membership.

### **What we would also like to do with it**

We only use your data for Society communications and not for any marketing purposes.

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

If at any point you believe the information we possess on you is incorrect you can request to see this information and 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 our Secretary Richard Hardy and you can contact him at [jrgh@globalnet.co.uk](mailto:jrgh@globalnet.co.uk).