



## CHESHIRE GOLF LIMITED

### PRIVACY NOTICE

Cheshire Golf Limited (CGL) is committed to protecting your privacy in accordance with UK GDPR and the Data Protection Act 2018.

This notice is to explain how we may use the personal information we collect before, during and after your membership with us. This policy applies to you if you are a member of our association. It explains how we comply with the law on data protection and what your rights are. For the purpose of data protection, CGL will be the controller of your personal information.

#### Collecting Personal Information

The CGL website is free to browse through and read. There may be occasions where you are asked to fill in forms, or to provide information on yourself, for example when applying to enter a competition. We may collect, store, and use personal information to assist CGL in carrying out its functions e.g. running events.

The website may contain links to other sites that are not controlled in any way by us. Please be aware of this when you click on any such links. We are not responsible for the privacy practices and/ or policies of any website other than our own. Consequently, we strongly advise that you review the privacy policy of every website you visit, whether or not they are linked to by our own site.

#### Information we may collect from you.

Depending on the type of information you have with CGL whether as competition applicant, volunteer or coach we may obtain information from you regarding.

- Personal contact details that allow us to contact you directly such as name, title, email addresses and telephone numbers.
- Date of Birth; Gender.
- Records of your interactions with us such as telephone conversations, emails, and other correspondence.
- Credit /debit card and other payment details you provide and details of any financial transactions with you.
- Your marketing preferences so that we know how and whether we should contact you.
- Details of club membership.
- Details of next of kin, family members, and emergency contacts.
- Complaints made against you or complaints you may have made against professionals, volunteers or other members.
- Images in video or photographic form.

For some purposes we may also collect, store, and use **special categories** or more sensitive personal information, e.g. information about your health, including medical conditions.

In respect of to the special category personal data that we do process, we do so on basis that it is based on your explicit consent.

We may also collect criminal records information about you if for example you apply as a volunteer working closely with children or adults at risk. For criminal records history we process it based on legal obligation and based on your explicit consent.

### **Security**

We will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information. However, please be aware that no method of electronic storage can ever be 100% secure. Therefore-as is the case with any organisation – we are not able to guarantee the absolute security of your information.

If you are not satisfied, you can make a complaint about the way we process your personal information to the ICO using their website <https://ico.org.uk/for-the-public/>

### **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 the page.

### **Legal Disclaimer**

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order or legal process.

### **Contacting Us**

Please let us know if the personal information which we hold about you needs to be corrected or updated. Contact us if you have any questions about this privacy policy or CGL treatment of your personal information. Please email the County Secretary at [secretary@cheshiregolf.org.uk](mailto:secretary@cheshiregolf.org.uk)

## What does CGL do with the information?

The main purposes for which we process your personal and sensitive information are as below:

- Notifying you in relation to competition that you have entered, advising you of changes to that competition or information regarding subsequent events which you may wish to enter
- To respond to your questions or comments.
- To send you email notifications which you have specifically requested.
- To deal with enquiries and complaints made by you.
- To conduct data analytics studies to better understand event attendance and trends within the sport.
- To promote CGL and our events.
- To comply with health and safety requirements
- To administer your attendance at any courses or programmes you sign up to
- To arrange any trip or transportation to and from an event
- To use information about your health, including injury or disability status to ensure your health and safety and to provide appropriate adjustments where possible e.g. use of buggy.
- To gather evidence for possible grievance or disciplinary hearings.
- To comply with legal obligations, for example when safeguarding children or vulnerable adults.

Where you submit personal information for publication on the CGL'S website, CGL will publish and otherwise use that information in accordance with your preferences. CGL will not provide your personal information to any third parties for the purpose of direct marketing without your express consent.

If your personally identifiable changes, or if you no longer wish us to possess your information, you may request correction, updating or deleting of your information by emailing the County Secretary at [secretary@cheshiregolf.org.uk](mailto:secretary@cheshiregolf.org.uk)

## International Data Transfer

The personal data we collect is not transferred to and stored in countries outside of the UK.

## How long does CGL keep your data?

CGL will only hold your personal information for as long as necessary. This will differ depending on the type of information and the reason why we collected it from you.

Generally, we retain:

- Marketing contact for as long as you provide us consent.
- Enquiries over the phone or emails kept for as long as needed to service your request.
- Junior information including parents' information for the length of each playing season.
- Other information will be kept for as long as required up to a period of 6 years, or longer if there is a legal requirement to do so.
- Information relating to personal injury or discrimination claims may be retained until the limitation for those types of claims has expired.