



CHURSTON GOLF CLUB PRIVACY POLICY

Churston Golf Club is committed to protecting and respecting your privacy. The Policy is written in accordance with the EU's General Data Protection Regulation (GDPR), and describes the types of personal and sensitive data we collect, how we use it, with whom we share it, and the rights of and choices available to you regarding our use of your information. We will process your personal and sensitive data on the basis set out below as it is in our legitimate interests to do so following your registration.

WHO WE MAY COLLECT DATA FROM

- Member
- Employee
- Visitor
- Contractor

THE DATA WE COLLECT AND HOW WE USE IT

In each case, we will collect the information that we need to provide the services requested.

We collect data about you in the following ways:

- directly from you (when you register on our website, through face-to-face meetings, and through phone and e-mail); and apply for a job or when you become a member, we may collect the following types of data:
- contact information such as your name, e-mail address, phone number(s), postal address, and social media accounts;
- employment and education history;
- language proficiencies and other work-related skills;
- details of the kind of work you are looking for, and your preferred work location(s);
- information contained in your C.V. or resume, cover letter or personal statement;
- date of birth;
- gender;
- citizenship and work authorisation status;
- information provided by references;
- where appropriate and in accordance with local laws and requirements, we may also collect information relating to your health, or any details of any criminal offences and driving offences;
- username when you register on our website, BRS system and Osmosis System.

We use the data described above to perform the following activities:

- set up as a member;
- collecting payments (visitors & members);
- assess your suitability as a job candidate and your associate qualifications for positions;
- sending communication emails;
- to process your references in the final stages of the recruitment process;
- Setting up contractors;
- creating and managing online accounts;
- Texting tee times;
- Emailing the club newsletter and BRS updates;

DO WE PASS DATA TO THIRD PARTIES?

Access to your data is only provided to our staff and we do not disclose information we collect about you, except for reasons set out below:

- to government or law enforcement authorities based on a lawful disclosure request.
- after prior consent to a fellow member concerning bookings or competitions.

HOW LONG WE STORE YOUR DATA

We will keep your data for as long as you wish to receive our communications and thereafter for the longer of the period required in order to meet our business, legal or regulatory responsibilities. Typically this is for 2 years.

YOUR RIGHTS & CHOICES

Under applicable data protection laws, you have the following rights:

Right to correct your personal information:

You can view the information we hold about you and/or update and rectify any missing or incorrect data we hold about you through the candidate portal (you are provided access to your candidate portal on our website when you register and set up an account). You can also ask us to update and rectify any missing or incorrect data we hold about you.

Right to be forgotten/have data deleted:

You have the "right to be forgotten", this means you can request us to delete and stop processing your data at any time. This right is subject to any legal rights or obligations we may have to retain data.

Right to access and obtain a copy of your personal information:

You have the right to request a copy of the data that we hold about you.

Marketing:

We send communications to you via email or text communication. We deem as a member or social member that these communications are for legitimate interests. When we send marketing communications to you via email, you may opt out of receiving any further marketing communications by clicking the 'unsubscribe' or 'opt-out' function in the email. In addition, you can also exercise your opt-out right at any time by contacting us and providing the following information: your name, your email address, a contact telephone number, and the marketing communications you would like to opt out of receiving.

If you would like to exercise your rights or would like us to update information we have about you or your preferences, please email manager@churstongolf.com and any request will be actioned within 48 hours.

The right to data portability: You have the right to download and export your information, and if requested, we will comply with your request within 30 days.

Website: when you use our website we may collect your IP address. Any external links that are present on our site are safe to the best of our knowledge however we take no responsibility for that content or the security of the link. Please see our terms of use on our website for information on cookies.

Where we store your data

- Accounting software – Financial processing
- BRS system – tee time bookings
- Osmosis System – Clubhouse purchasing
- Mailchimp - Email marketing
- Manual secure filing system – personnel records

POLICY CHANGES

Any changes we may make to our privacy policy in the future will be posted on our website.

HOW TO CONTACT US

If you have any questions or comments about this Privacy Policy please email

Matthew Gill - manager@churstongolf.com

Registered Office: Churston Golf Club, Dartmouth Rd, Galmpton, Brixham TQ5 0LA

You have a right to complain to the ICO [<https://ico.org.uk/>] if you think there is a problem with the way we are handling your data.