



**OAKMERE GOLF  
CLUB  
PRIVACY POLICY  
GENERAL DATA  
PROTECTION  
REGULATIONS 2018**

## **MEMBERS**

### **PERSONAL DATA**

Personal data means any information that may be used to identify an individual, including, but not limited to, a first and last name, a home or other physical address, an e-mail address or other contact information, whether at work or at home, date of birth and gender.

### **HOW WE OBTAIN YOUR PERSONAL DATA**

#### **Information provided by you**

You provide us at Oakmere with personal data, normally through your membership registration process. This includes name, address, date of birth, email address, telephone contact numbers, gender and title and banking details if required for Direct Debit subscription purposes.

The provision of this information is subject to you giving us express consent. If we do not receive this consent from you, then we may not be able to give your information to our listed third parties, or process your membership fees (if applicable).

### **HOW WE USE YOUR PERSONAL DATA**

We use your personal data to manage and administer your membership at Oakmere Golf Club. We will send you relevant information regarding events at Oakmere, which include, but are not limited to:

- Golfing Promotions
- Bar & Catering events and promotions
- Oakmere Pro-Shop promotions
- Footgolf promotions
- Golfing Days away organised by Oakmere
- Golf related activities

We undertake at all times to protect your personal data in a manner which is consistent with the requirements of the General Data Protection Regulations(GDPR) concerning data protection.

## **SHARING INFORMATION**

### **Third parties**

- Insurance companies regarding claims made by members but also to prevent fraudulent transactions.
- Anyone to whom we may transfer our rights and duties under any agreement we have with you.
- Any legal or crime prevention agencies if we have a duty to do so or if the law allows us to do so.
- Admirals & Commanders Club – full contact details and Epos (Smart Card) details
- BRS and Club systems – Full contact details
- Mailing companies for promotion of activities at Oakmere golf club.
- BACS for members paying fees by direct debit
- England Golf for handicap purposes and golf union fees

### **Transfer of your personal data outside of the European Economic Area (EEA)**

We do not currently transfer your personal data outside of the EEA and have no intention of doing so.

### **How long do we keep this information about you?**

We keep information for 12 months after the expiry of your membership in case of renewal of membership within the 12 months. This also takes into account our need to meet any legal, statutory and regulatory obligations.

These reasons can vary from one piece of information to the next. In all cases our need to use your personal information will be reassessed on a regular basis and information that is no longer required will be disposed of.

Additional information supplied whilst a member at Oakmere, such as health and welfare details required for events attended by players, will be retained for the duration of the players membership to ensure the health and safety of players at any event at Oakmere where the player is attending.

## **DATA SUBJECT RIGHTS**

### **Subject access requests**

The GDPR grants you (hereinafter referred to as the 'data subject') the right to access particular personal data that we hold about you. This is referred to as a 'subject access request'. We shall respond promptly and certainly within one month from the point of receiving the request and

all necessary information from you. Our formal response shall include details of the personal data we hold about you, including the following: -

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- Persons or entities with which we might have shared the information.
- Sources from which we acquired the information.
- The purposes for processing the information, and

### **Right to rectification**

You, the data subject, shall have the right to obtain from us, without undue delay, the rectification of inaccurate personal data we hold concerning you. Taking into account the purposes of the processing, you, the data subject, shall have the right to have incomplete personal data completed.

### **Right to erasure**

You, the data subject, shall have the right to obtain from us the erasure of personal data concerning you without undue delay.

### **Right to restriction of processing**

Subject to exemptions, you, the data subject, shall have the right to obtain from us restriction of processing where one of the following applies: -

1. The accuracy of the personal data is contested by you, the data subject, and is restricted until the accuracy of the data has been verified.
2. The processing is unlawful and you, the data subject, oppose the erasure of the personal data and instead request the restriction and its use.
3. We no longer need the personal data for the purposes of processing, but it is required by you, the data subject, for the establishment, exercise or defence of legal claims.
4. You, the data subject, have objected to processing of your personal data pending the verification of whether these are legitimate grounds for us to override these objections.

### **Notification obligation regarding rectification or erasure of personal data or restriction of processing**

We shall communicate any rectification or erasure of personal data or restriction of processing as described above to each recipient to whom the personal data has been disclosed, unless this proves impossible or involves disproportionate effort.

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### **Right to data portability**

You, the data subject, shall have the right to receive your personal data, which you have provided to us, in a structured, commonly used and machine readable format and have the right to transmit this data to another controller, without hindrance from us.

### **Right to object**

You, the data subject, shall have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you.

We shall no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing which overrides the interest, rights and freedoms of you, the data subject, or for the establishment, exercise or defence of legal claims.

### **Invoking your rights**

If you would like to invoke any of the above data subject rights with us please e-mail [accounts@oakmerepark.co.uk](mailto:accounts@oakmerepark.co.uk) (Accounts/Administration Manager)

### **If you have a complaint**

If you have a complaint about the use of your personal data by us please e-mail [enquiries@oakmerepark.co.uk](mailto:enquiries@oakmerepark.co.uk) (Director of Golf)

*If you have a complaint regarding the use of your personal data and you wish to make a formal complaint to the Information Commissioner's Office(ICO), you can contact them on 01625 545745 or 0303 123 1113. You also have the right to judicial remedy against a legally binding decision of the ICO where you consider that your rights under this regulation have been infringed as a result of the processing of your personal data. You have the right to appoint a third party to lodge the complaint on your behalf and exercise your right to seek compensation.*

Description	Reasons	Processing
Name	For identification of member	Information retained within the secure area of the Club systems Membership software, BRS website. Data retained for 12 months after expiration of membership
Address	For correspondence in relation to membership at Oakmere Golf Club	Information retained within the secure area of the Club systems Membership software, BRS website. Data retained for 12 months after expiration of membership.
Date of Birth	To establish membership category.	Information retained within the secure area of the Club systems Membership software, BRS website. Data retained for 12 months after expiration of membership
Phone number(s)	For contact in relation to activities at Oakmere golf club..	Information retained within the secure area of the Club systems Membership software, BRS website. Data retained for 12 months after expiration of membership
Email address	For contact in relation to activities at Oakmere golf club, including general and marketing activities at Oakmere golf club	Information retained within the secure area of the Club systems Membership software, BRS website. Data retained for 12 months after expiration of membership
CDH	For the purposes of registering and notifying any handicap adjustments following completion of a competition and to establish player meets entry requirements on handicap related events.	Information retained within the player profile within the secure area of the Club System software and England Golf.
Medical conditions	For the health and welfare of the player at Oakmere where allergies or medical	Information retained in hardcopy (paper files) for the duration of the Membership

	conditions would affect any treatment in event of illness of injury.	season. Data destroyed 12 months after resignation.
Photographs	For the identification through till software, information monitors, notice board and Oakmere club newsletters	Photographs stored on hard-drives will be retained as long as necessary but will be deleted after review in which it is deemed they are no longer required.