

## **Data Privacy Policy**

Tylney Park Golf Club and its proprietor Tylney Investments Limited (“we”) take privacy and data protection seriously. This notice explains what information we collect, when we collect it and how we use it. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

We adhere to the General Data Protection Regulation (EU) 2016/679 when dealing with your personal data which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner and we are the data controller of any personal data that you provide to us.

Any questions relating to this notice and our privacy practices should be sent to Data Protection Officer, Tylney Park Golf Club, Ridge Lane, Rotherwick, Hook RG27 9AY or [contact@tylneypark.co.uk](mailto:contact@tylneypark.co.uk)

### **How we collect information from you and what information we collect**

We collect personal details from members, guests and visitors. We take this information from membership application forms, open competition entry forms and golf or event bookings. We only collect personal data that is consistent with the proper performance of our operations and business and is relevant to the service that you are requesting. Details of the type of information we hold and why can be found in the table below:

<b>Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>
Name, address, telephone number, e-mail address, age, gender, golf handicap	Managing the member's membership of the club. Managing competition entries and results.	Performing the club's agreement with the member

The names and ages of junior members	Managing the junior member's membership of the club.	Performing the club's agreement with the member
Date of birth / age related information	Managing membership categories which are age related	Performing the club's agreement with the member
Gender	Provision of adequate facilities for members	For the purposes of our legitimate interests in making sure we can provide sufficient and suitable facilities for each gender
Visitor's and guest's name, address, telephone number, email address, golf handicap	Managing guest/visitor bookings, competition entries and results. Sharing competition results with other clubs, regional organisations and governing bodies	For the purposes of our legitimate interests in booking visitors, operating the club and holding competitions for the benefit of members of the club
Member's name, telephone number and e-mail address	Providing an online members directory	Consent. Members may elect to provide their contact details to other members. Members can withdraw consent at any time.
Bank account details of the member or other person making payment to the club by instalments through Debit Finance	Managing the member's and their dependents' membership of the club. Facilitating the provision of subscription payments through Debit Finance	Performing the club's agreement with the member
Member's, guest's and visitor's name, telephone number and e-mail address	Promotion of special offers, events and competitions. Provision of news about the club	Consent. Consent will be sought for the sending of different types of communication. Consent may be withdrawn at any time.

## **Sharing of Your Information**

The information you provide to us will be treated by us as confidential and will be processed only by any third party, acting on our behalf, within the UK/EEA. We will only disclose your information to other third parties who act for us for the purposes set out in the table above. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## **Security of personal data**

When you give us information we take steps to make sure that your personal information is kept secure and safe. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction. Please note that where you are transmitting information to us over the internet/email this can never be guaranteed to be 100 per cent secure. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## **How long we will keep your information**

We review our data retention periods regularly and will not store your personal data for any longer than we need to to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. Under UK tax law we are required to keep basic personal data supporting our sales invoices for six years. We will securely destroy all financial information and personal data once we have used it and no longer need it or until you notify us that you no longer wish us to do so, unless your request contradicts our statutory obligations.

## **Your Rights**

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;

- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

**England:**

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.