



BALBRIGGAN GOLF CLUB
GDPR ABRIDGED POLICY NOTICE

Regulation (EU) 2016/679 of the European Parliament and of the Council

On the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulations)

General Data Protection Regulations require us to take appropriate action as determined by the Act to protect your privacy and to inform you of our policy and the steps we have taken to ensure your privacy is protected. In addition, we are obliged to inform you of the steps and procedures in place to ensure your privacy is protected. Therefore, we are publishing those steps here on the public pages of our website in an abridged form. In addition, the full version of the Policy Document is available to all our members on our members pages together with our Code of Conduct document which is designed to inform our Data Processors of their obligations required as part of the Act. This Policy Notice was reviewed by the Council assessed for accuracy by a qualified barrister and deemed appropriate to satisfy our obligations under the Act.

We are committed to ensuring that your privacy is protected, and we will never release your personal details to any third party without your express consent. When you complete an application to join the club certain personal information is collected from you as set out elsewhere in this policy document. This information may only be used in accordance with this privacy statement.

We require this information to administer your membership and to provide the products and services you have requested from us and provide you with a better service for the following reasons:

For membership applicants:

We will collect the following information:

- Name and surname
- Date of Birth
- Current Address
- Phone numbers (Landline, Mobile)

- Email address
- Gender
- Handicap ability
- Membership Category

The Hon. Secretary of the club shall act as Data Controller

What we do with the information we gather:

We require this information to administer your membership and to provide the products and services you have requested from us and provide you with a better service for the following reasons:

- Internal record keeping.
- Sending subscription notices to you.
- Recording financial transaction to your subscription account.
- Contacting you with relevant club correspondence.
- Maintaining a record of any competitions you play in.
- Maintaining a record of your handicap.
- Informing your Team Managers of your contact information and handicap for the purposes of team selection and management of external competitions.
- Providing you with a Member's Card for gaining access to the club, competition entry and discounted bar facilities.
- Confirm your handicap to other Golf Clubs if they request confirmation of your handicap for any competitions you have entered with them.

We will retain your personal information on our club membership database for the duration of your membership.

From time to time we may also contact you for club research purposes

Send promotional emails about special offers, competitions, results or other information which we think you may find of interest. We will use the email address which you have provided for this purpose.

The Inter-Club competitions if you are selected to represent the club this will require the sharing of information related to you with other clubs but only in so far as it is required to complete the necessary compliance with competition rules.

Provide your contact information to your Team Manager and team mates to communicate with you for the duration of your representation on a team.

Display your handicap details within the locker room from time to time where a handicap adjustment has taken effect.

Publish your name and handicap details on the website as part of the publication of competition results where such publication is applicable to you.

In the event that you leave the club we will retain sufficient information regarding your membership to comply with proper record keeping for a duration of no greater than three years following the final year of your membership on our secure servers and within our secured manual documentation. i.e. Handicap records, contact information to notify you of anniversaries or special events.

We take your privacy seriously and all such information is held on secure servers.

Balbriggan Golf Club complies with all applicable Data Protection Regulations. We may change or update this policy from time as required and will notify you accordingly.

Marketing

The club has written to all members in May 2018 to notify you of the implementation of GDPR and to seek consent to correspond with you by way of post, telephone, email and SMS on our activities including events and competitions. This was done by way of requesting an opt out action by you if you did not want to receive this information.

The Club wishes to advise that we do not share your data with external marketing companies and retains this data for the Club purposes only.

Photography

On occasion such as at team matches or social functions, our photographers may be recording the day's events with cameras for upload and then linked to the Club Website. This will be made known on the day or evening in question with a general announcement. If you do not wish to be included, please let the photographer know on the day or evening.

CCTV (Closed Circuit Television) Data.

Throughout the Club we have cameras installed in various locations whereby we are able to monitor movement and other activities. This is done for Safety & Security reasons. The data that is recorded is kept for 30 days in case there may be any reason to review including for example an incident requiring the involvement of a member of An Garda Síochána.

Card Machines: We use certain machines throughout the Club whereby you can make payments through

Debit or Credit Card for goods or services. It is advisable that when you choose this method of payment you are present. If you choose to make a payment over the telephone, we do not record or store your card details. They are immediately destroyed once the payment goes through.

Individuals Rights

You have the right to request a copy of the information we hold about you. If you would like a copy of this information, please email us on balbriggangolfclub@eircom.net or write to the data controller at the club.

This will be provided to you in written format.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or erase information that is inaccurate.

Changes to our privacy policy

We keep our privacy policy under regular review and will place any updates on our website.

This privacy policy was last updated in February 2020.

This policy is effective from 10/02/2020

For members a full copy of the Balbriggan Golf Club GDPR Policy statement is available on the members documents page.

How to contact the Data Protection Commissioner: Data Protection Regulator,
Office of the Data Protection Commissioner,
Canal House,
Station Road,
Portarlinton,
County Laois R32 AP23
Telephone: 1890 25 22 31
Email: info@dataprotection.ie

How to contact us; If you need any further information, please email us on

info@balbriggangolfclub.com

Balbriggan Golf Club Council.

