

# Duddingston Golf Club Visitor Privacy Policy

## Introduction

This privacy policy sets out how we use and protect any information that you give to us when you book to play as a visitor or enter one of our open competitions or contact Duddingston Golf Club.

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your booking with us. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we, our or us** in this privacy notice are to Duddingston Golf Club, 137 Duddingston Road West, EDINBURGH, EH15 3QD (Registered Number SC49128)

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws, as we are not required to do so but the Club Secretary has overall responsibility for data protection compliance in our organisation.

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 a booking, entry or enquiry form, certain personal information is collected from you (for example: your name, email address, gender, golf handicap, booking / entry type). You can be assured that it will only be used in accordance with this privacy statement.

**What we collect** - At the time of booking you are given the opportunity to agree to allow us to retain your information after your booking has taken place. You can of course change that decision at any time by contacting the Club Secretary as above.

**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 prizes to you.

- Recording financial transaction to your subscription account.

- Contacting you with relevant correspondence re future events/tee time offers.

- Maintaining a record of any competitions you play in.

We take your privacy seriously and all such information is held on secure servers. Duddingston Golf Club complies with all applicable Data Protection Regulations. We may change this policy from time to time by updating this policy and will notify you accordingly.

This policy is effective from 25/05/2018

Under General Data Protection Regulations you have the right to complain to the Information Commissioner's Office (ICO) if you think there is a problem in the way your data is being handled.