

NORFOLK GOLF CAPTAINS (NGC)

Data Protection Policy Statement (Updated 5th December 2018)

Revised General Data Protection Regulation (GDPR) Legislation, came into force on 25th May 2018, we are required to clarify the data protection policy and explain how we will ensure data protection is provided for Norfolk Golf Captains members.

All personal information submitted by members to the NGC, whether already they exist or are subsequently provided, will be treated as confidential and sensitive data. The information provided by members for example in the process of applying for membership, continuing membership and for entry to a NGC competition/meeting will not be passed on to any third party and will be retained by the NGC. The information will only be used for communication with members for the sole purposes of NGC activities.

This NGC GDPR policy does not require a change to the Societies Rules & Constitution; it does though explain how the day-to-day management of members Personal Data is being cared for by the Society.

Data on members is held on a Master database, which is organised by the Honorary Secretary and the Honorary Treasurer. This information may be made available on request, for Society matters, when necessary, to other officers of the NGC Executive on a case-by-case basis. (IE the Captain & President). However, no other Council officers other than Executive members have direct access to the data. No mass export or transfer of data will be made to any other officers.

In compliance with GDPR legislation the Executive of the NGC have nominated two Data Controller(s), who are the Honorary Secretary and the Honorary Treasurer, The Data Controller(s) will ensure that all necessary data safeguards are maintained, all such data held on personal computers will be secured by password protection.

Personal data is limited to member's: Title, Name, Address, Phone numbers, Email address, Home golf club, golf handicap, gender and age (D.O.B.). In the course of bank transactions, the NGC may receive information such as bank account details; however, this information is not retained by the NGC.

Information is held for the sole purposes of membership accounts, distribution of letters, and/or emails, plus for general communication on the NGC activities (including Competitions and Matches) and social events.

The NGC will not hold any sensitive data about individual members. Additional information as may be required, such as health and welfare details which are provided by members will only be retained in hard copy format and only when this information is required to ensure the health and safety of the players and any additional welfare issues concerning player allergies, medical conditions which may affect treatments following injury or illness whilst attending a competition.

Correspondence addressed to members will be to e-mail addresses, postal addresses or by telephone, as per the data held by the NGC. It is expected that members will update their personal details and notify the Societies Data Controller (s) when required. Members can request their data is removed from the Master database at any time, clearly this will normally only occur should a member decide to leave the NGC.

Data will not be shared with any “Third party agents”. Members may request to see the data held about them at any time; members may also Opt-Out of receiving emails at any time via a request to the Hon Secretary.

Members should though be aware that emails are used as the preferred and most effective form of communication for circulating information on Competitions, Matches & Social events; or to direct members to check the updated Website or confirm applications into Competitions, Matches and Social events. Group emails will only use blind copy format to prevent email details appearing in headers. When team selections are circulated to members, the normal practice of including contact details on the accompanying documents will continue (IE not in the email header. This is to facilitate joint travel arrangements for members. Any member not wishing to participate in this cooperation effort should inform the Hon Secretary.

Any and all personal data deemed unnecessary will be removed from the NGC Master database immediately, plus when requested by members, or resignations, or on notification of deceased members. Thus, when a member ceases to be a member of the NGC their personal data will be removed/destroyed unless specific consent is given to retain all or some of the data, for historical reasons or (invitations to future social events).

It will be the NGC’s Executive’s responsibility to ensure compliance with the GDPR Legislation and

if necessary, make changes or additions to this policy.

As the NGC has an existing and on-going relationship with current members it is not necessary for members to opt into the conditions detailed in this policy. New members and any lapsed members will be asked to confirm they have read and understood the terms and conditions of this policy at their next renewal date. It is incumbent upon all members to advise one of the NGC Data Controllers of any changes to their personal data or circumstances which may affect the methods of communication at any point in the future (IE changes of address, contact numbers, email address or medical conditions).

NGC Executive 5th December 2018