

MBGC Data Protection Policy (DPP) April 2018

Principles of policy:

The MBGC DPP will be reviewed annually in January of each calendar year and any changes proposed discussed and agreed at the February Committee meeting.

Responsibility for the administration and implementation of the policy will be that of the Club Secretary.

The Club will **NOT** gather or hold any “**Sensitive**” data as defined in the England Golf guidelines provided by Mills & Reeve.

The club will only gather and hold data required to administer:

- The clubs various branches of membership

- The purposes of arranging golf matches & activities

- The purposes of communication to members by the management committee, information relating to the clubs activities or communicating changes to existing club policy / rules or procedures.

- The purpose of conducting the management of the club by the management committee.

- Providing information held about members when requested (if deemed appropriate and within the scope of the DPP) by England Golf or SHUGC.

The Club will hold data supplied by members and authorised to be held by individual members in an electronic document created by the clubs membership secretary and access to the document and the data it contains will only be permitted by Officers of the clubs management committee (Captain, President, Ladies & Seniors Captain, Competition Secretary & Club Secretary).

Members of the club will be advised annually as part of their membership renewal / application of what personal data is held by the club and how it will be used to fulfil its obligations by England Golf and SHUGC. The club will remove any retained data held of members who do not renew annual membership of the club.

Hon Secretary.