



Alderley Edge Golf Club

Brook Lane, Alderley Edge, Cheshire SK9 7RU

General Data Protection Regulations – AEGC Policy May 2018

The AEGC General Data Protection Regulations (GDPR) policy will come into effect on 25th May 2018. This policy sets out the compliance and administration of the activities at AEGC around this legislation. The policy has been agreed by the AEGC Council and will be reviewed in April of each year.

1. All personal data collected by AEGC will be processed fairly and lawfully, with transparency at the forefront of all processing following consent from all Members and Visitors to AEGC.
2. Personal Data will only be collected for specified explicit and legitimate purposes to enable AEGC Members and Visitors to play the game of golf and use the facilities thereof. Personal data will not be further processed in a manner incompatible with these purposes. Personal data will be used for the performance of the contract with the data subject e.g. in order to send Members' details of meetings, social activities, tee bookings, competitions, subscriptions, emergency issues and any other subjects as part of their membership. Member email preferences will be controlled using the group emailing system from Club V1.
3. Personal data collected must be adequate, relevant and limited to what is necessary for the purpose for which we collect it. 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 completed an application form to join AEGC, certain personal information was collected from you. For example:

- name and surname
 - date of birth
 - current address
 - phone numbers
 - email address
 - gender
 - membership category
 - handicap/ability (if applicable)
 - emergency contact name and number
4. We require this information to administer your membership and to provide the products and services you have requested from us as well as providing you with a better service for the following reasons:
 - Internal record keeping
 - Sending subscription notices to you
 - Recording financial transactions to your subscription account
 - Contacting you with relevant club correspondence including from Gents, Ladies and Mixed Sections
 - Maintaining a record of any competitions you play in
 - Maintaining a record of your handicap and related CDH number and providing details to England Golf/Cheshire Unions.

- Online tee time booking
 - Providing you with a member's 'swipecard' and user number for gaining access to the Clubhouse, discounted bar facilities and the Member's area of the website (full members only).
 - Confirm your handicap to other golf clubs if they request confirmation of your handicap for any competitions you have entered with them.
5. Personal data must be accurate and where necessary kept up to date. The Members will be contacted by the Office on an annual basis to ensure that this data is kept up to date, prior to the annual subscription renewal.
 6. **Individual's Rights:** The individual Member of AEGC has the right to be informed, the right of access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability, the right to object and the right not to be subject to automated decision-making including profiling. Upon request we will provide a member with the data that we hold on them. Individuals will have the right to have their personnel data deleted where they believe it is being held without a practical or lawful basis.
 7. Data will be kept in a format that permits identification for individuals for the duration of your membership. Following a member's resignation, names, dates of birth, joining and leaving dates only will be kept for 10 years for historic purposes.
 8. Personal data will be processed in a manner that ensures appropriate technical and organisational security of this data. This will be achieved by staying abreast of information security.
 9. AEGC will ensure that the reasons for handling personal data align with the lawful processes allowed under the GDPR. All data, personal or financial, provided by employees, contractors, suppliers and any other third parties will have their data protected by the processes implemented by AEGC.
 10. AEGC will ensure that all third party partners with access to Members or Visitors data are compliant under the GDPR legislation from 25th May 2018.
 11. AEGC's Data Controller is the Club Secretary who oversees all matters in relation to GDPR and can be contacted through the AEGC office, office@aegc.co.uk 01625 586200.
 12. AEGC takes your privacy seriously and all such information is held on secure servers. AEGC 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 14th May 2018

Signed by R. Booth R. Booth.....
AEGC Chairman

Dated 8/05/2018.....

END