



Privacy Policy

Rothes Golf Club was formed in 1990 as a Members Owned Club, and is affiliated to the Scottish Golf Union.

Rothes Golf Club will be the controller of the personal information, that you provide to us.

When you register as a member of Rothes Golf Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 5), we will ask you for the following personal information:

Please note Junior details are recorded on a SGU parental consent form.

Contact details: Date of Birth, Full Name, Address, Email Address, Contact number.

- membership criteria / category – for example, Ladies , Gents, Seniors, Junior, Intro, parent, volunteer.
- payment details – bank account number, sort code, card details.
- participation details – for example, parent.
- equality information – for example, disability.
- any other personal information, for example, PVG membership, IP address.

When you volunteer with Rothes Golf Club, we will ask you for the following personal information:

- contact details – Full name, address, email address, date of birth, contact Number.
- participation details – for example, parent, committee.
- equality information – for example, disability.

Members' personal data:

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including for example, insurance, licensing, voting.
- set up your online membership account, card payments, using Izettle or similar
- send you membership communications by post or email in relation to essential membership services, including Vouchers, membership renewals, membership fees' information and any other contractual membership requirements.

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

Members' personal data:

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in golf by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes.
- provide competition in golf by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category.
- monitor and develop participation in golf by monitoring members' engagement and participation and inviting our members to participate in surveys for researching and development purposes.
- invite our members as award winners or guests to our annual awards/Prize giving which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email.
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements.
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to golf. We will use your personal information to investigate your complaint, to suspend membership, or take disciplinary action.
- Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on enquiries@rothesgolfclub.co.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Volunteers' personal data:

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on enquiries@rothesgolfclub.co.uk. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants, for the purposes of complying with our obligations under:

- the Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005, to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements.
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- our **sport** Scotland regulatory requirements of how personal data is processed to comply with these obligations as above.
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes, for example, Handicaps. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Rothes Golf Club & sponsors for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Rothes Golf Club employs third party suppliers to provide services, including IT, payroll, etc. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK/EU and is accessed by our staff for the purposes set out above.

How long do we keep your personal information

Members' personal data

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Rothes Golf Club and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Rothes Golf Club.

Your rights

You can exercise any of the following rights by writing to us at Rothes Golf Club, Blackhall, Rothes AB38 7AN or Email: enquiries@rothesgolfclub.co.uk.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request"
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes.
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Rothes Golf Club, will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk