



SUFFOLK GOLF UNION

President: Colin Firmin
Honorary Secretary: Charlie Wilderspin
10a Chestnut Avenue
Oulton Broad
Lowestoft
NR32 3JA
Telephone: 01502 588028
Mobile: 07786 968010
E-mail: secretary@suffolkgolfunion.co.uk

PRIVACY AND DATA PROTECTION POLICY

Suffolk Golf Union takes very seriously its data protection obligations. We are a data controller of personal data about you which we hold. This document describes how Suffolk Golf Union ("SUFFOLK GOLF UNION") will handle personal data provided to us.

The SUFFOLK GOLF UNION Secretary is our Data Protection Officer - his contact details are listed

above. We will deal with data in accordance with six key principles:

1. Using data fairly, lawfully and transparently
2. Purpose limitation - we only use data for the purpose it was collected
3. Data minimization - we collect the minimum amount of data possible
4. Accuracy - we aim to be 100% accurate in the data that we hold
5. Data retention - we retain data for the minimum possible period
6. Data security - we keep data private and secure

We collect data from the Suffolk Golf Clubs which comprises SUFFOLK GOLF UNION and from individual competitors (and their parents in the case of juniors) who enter our Championships. Handicap information will also be sourced from England Golf via the Central Database of Handicaps. The attached table describes the data sources, types of data, usage, basis of collection/usage, retention period, storage medium and security measures.

We will never share your data without your consent - except in circumstances where we are legally obliged to do so.

In situations where we are relying on your consent to process personal data, you can withdraw consent at any time by contacting, in writing, the SUFFOLK GOLF UNION Secretary.

We undertake occasional direct marketing to promote Suffolk Golf Union events, but only with explicit consent of individuals. We also use email marketing to provide information on particular championships which are entered by individual competitors

You have the right to request a copy of the information that we hold about you. You may submit a written Subject Access Request to the SUFFOLK GOLF UNION Secretary - contact details above. We will respond promptly to all such requests. Should any of the information that we hold on you be inaccurate please advise the SUFFOLK GOLF UNION Secretary in writing and this will be corrected.

This policy document is available from the SUFFOLK GOLF UNION Secretary (contact details above) and on the SUFFOLK GOLF UNION website at <https://www.suffolkgolfunion.co.uk>

The date at the bottom of this page will be updated whenever amendments are made to the Data Protection Policy.

Suffolk Golf Union

Privacy and Data Protection Policy

Source	Data	Usage	Legal Basis	Medium	Security	Retention
England Golf Suffolk Golf Union Suffolk Clubs	Name & email address of County Delegates and County Secretaries	Communication	Needed to ensure that SUFFOLK GOLF UNION business is conducted/communicated properly	Spreadsheet. Mailing List.	Devices used to access data are password protected. Spreadsheets are password protected.	Until change of Delegate/Secretary
England Golf Suffolk Golf Union Suffolk Clubs	Name and CDH of County Team players	Competition Administration	Needed to ensure the proper management of SUFFOLK GOLF UNION competitions	Spreadsheet. Competition Software.	Devices used to access data are password protected. Spreadsheets are password protected.	Historic
Suffolk Golf Union Local Press	Images of County Team players	Website	Where players have given consent - assumption that clubs can give that consent	Website	Website hosted by Independent Web Marketing	Historic

Suffolk Golf Union

Privacy and Data Protection Policy

Source	Data	Usage	Legal Basis	Medium	Retention	Security
Players	Name, Address, Telephone, Email, CDH, Date of Birth	Competition administration	<p>Needed to ensure the proper management of SUFFOLK GOLF UNION championships.</p> <p>Entry Forms require express consent (positive Opt-in) to uses data for these purposes including that photographic images may be used by SUFFOLK GOLF UNION for the website</p>	<p>Competition Software</p> <p>Hard Copy Forms</p>	Competition software is hosted by HandicapMaster.	<p>Personal data will be deleted at the end of the competition year.</p> <p>Name and the CDH will be retained for historic results purposes.</p> <p>Hard copy forms will be shredded at the end of the competition year.</p>
Parents or Guardians of Players	Information relating to junior competitors	Child Protection Form	<p>Needed to ensure proper treatment is administered in case of sickness or injury in the absence of parent/guardian.</p> <p>Child Protection Forms contain express consent to use information appropriately.</p>	Hard Copy Forms	Child Protection Forms or consent forms are a condition of entry for entry for juniors to play in SUFFOLK GOLF UNION championships and competitions. These are attached to championship entry form and may also be obtained from the SUFFOLK GOLF UNION Championship Secretary.	Hard copy forms will be shredded at the end of the competition.
Officials	Name, Address, Telephone, Email	Communication	Needed to ensure that SUFFOLK GOLF UNION business is conducted/communicated properly	Spreadsheet. Mailing List	Devices used to access data and passwords are protected. Spreadsheets are password protected.	