



Caldwell Golf Club Privacy Notice

What we need

Personal Information as a Private Member Club affiliated to Scottish Golf.

Caldwell Golf Club will be a “controller” of the personal information that you provide to us this form / through this website, etc.] [unless otherwise stated].

Option 1 – Members’ personal data:

When you register as a member of Caldwell Golf Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18, we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, telephone numbers.
- membership criteria / category parent, volunteer
- payment details – bank account number, sort code, card details
- equality information – for example, disability etc.

Option 2 – Volunteers’ personal data:

When you volunteer with Caldwell Golf Club, we may ask you for the following personal information:

- contact details – name, address, email address, date of birth, etc.
- participation details – for example, parent, committee, etc.
- equality information – for example, disability, etc. and
- other personal information, for example, PVG membership

Why we need your personal information – contractual purposes

Option 1 – 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, newsletters/updates, competition results
- set up your online membership account and



- send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees' information,

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.

Option 2 – Participants' personal data:

When you book a place with us for and attend a coaching course, competition, event, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition, event, etc.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

Why we need your personal information – legitimate purposes

Option 1 – 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 through online booking and handicap systems 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 dinner, 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. [insert details re complaints and disciplinary procedures, for example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.]; and



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 [insert details]. 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

Option 2 – 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 [insert details]. 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

- 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];
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary; and

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. 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 [Scottish Golf, Facebook, Club Website] 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 and [insert any other purposes].

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

Caldwell 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.

Option 1 – Scottish Golf members’ personal data

As a member of Scottish Golf we are required to ensure that all of our members are members of Scottish Golf a condition of our affiliation

We will share personal details, address, and email to allow issue of member cards with Scottish Golf who will become a controller of your personal information when they receive it. Scottish Golfs privacy notice explains how they use your personal information and can be accessed here on scottishgolf.org.

Option 2 – Participants’ personal data

We publish the results of our competitions on our website. This includes competitors’ name, age, and result

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 / volunteer] for the purposes set out above.

How long we keep your personal information

Option 1 - 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 with us for 6 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Caldwell 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 Caldwell Golf Club.



Your rights

You can exercise any of the following rights by writing to us at secretary@caldwellgolfclub.net or by logging on to your account via ClubV1 member's app.

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; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Caldwell 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