

Taynuilt Golf Club Privacy Policy

Taynuilt Golf Club's stated purpose is to encourage and promote golf in the local community. It is a 9 hole golf course managed by a committee of volunteers which is led by the Captain and other office bearers. It is affiliated to Scottish Golf.

Taynuilt Golf Club will be "controller" of the personal information that you provide to us through our website or in written format.

When you register as a member of Taynuilt Golf Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16), we will ask you for the following personal information:

- contact details– name, address, email address, date of birth, etc.;
- membership criteria / category – for example, senior, country, parent, volunteer, etc;

Volunteers' personal data:

When you volunteer with Taynuilt Golf club, we will ask you for the following personal information:

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

Why we need your personal information – contractual purposes

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 insurance, licensing, voting, handicap records
- 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, 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 offer the above membership services and benefits.

Participants' personal data:

When you book a place with us for and attend a coaching course, competition, event, training course, 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

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 inviting our members to participate in surveys for researching and development purposes
- 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. For example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

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 secretary@taynuitgolfclub.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.

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

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 or local press 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.

Taynuilt Golf Club employs third party suppliers to provide services, including financial audit. 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 it¹

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.
