

## **Forrest Little Golf Club**

### **Privacy policy**

Here at Forrest Little Golf Club we take your privacy very seriously and will only use your personal information to ensure that you may fully participate in the activities of the Club.

#### **What information do we collect about you?**

When you join or visit our Golf Club we collect only the information required from you to be able to fulfil our contractual obligations to you. We may also collect further information through our website which allows us to contact you regarding events and offers at the club.

As a member we collect only the information required to fulfil the relationship between you as a member of the Club and we only share this data with internal and external data processors. This data is typically, name, address, date of birth, telephone number, mobile phone number, email address and date of joining the club. Details of your golf handicap are also retained. The Club also has a record of payments made to the Club as part of your membership arrangements and this is held on the Membership and Administration System. This system is password protected and only available to the Secretary Manager and the Administration Staff.

Internal Data Processors are the Secretary Manager and Administration Staff (using the Membership and Administration System), Competition Team and Team Managers.

External Data Processors are (ClubV1, BRS, Golfnet).

#### **How the information about you will be used.**

When you join as a member or enter into a society event or open competition we may share your information with external and internal data processors. Your personal data is controlled internally by the clubs Data Protection Officer (Secretary Manager) who adheres to the Golf Club's internal data protection policies and procedures.

#### **Marketing**

You may have opted in for us to be able to correspond with you regarding our activities including events and competitions by way of post, telephone, email and SMS. We don't share your data with external marketing companies who would contact you this way. If you have consented to this correspondence you can opt out at any time.

#### **Individuals Rights**

You have the right to request a copy of the information we hold about you. If you would like a copy of this information please email us on [Margaret@forrestlittle.com](mailto:Margaret@forrestlittle.com) or write to the data controller at the club. This will be provided to you in a portable, machine readable commonly used format.

We want to make sure that your personal information is accurate and up to date and you may ask to correct or erase information that you think is inaccurate.

At the time of collecting data you have the right to object to the club holding certain information about you.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and will place any updates on our website. This privacy policy was last updated on 25 May 2018.

### **CCTV**

CCTV cameras are being used to monitor and record images for the purposes of crime prevention, the prevention of anti-social behaviour, for the safety of our staff, members and guests and for the protection of Club property. The cameras system will be in operation 24 hours a day, every day and the images (which are kept for a period of 23 days) may be passed on to An Garda Síochána.

### **How to contact us If you need any further information**

Please email us on [Margaret@forrestlittle.ie](mailto:Margaret@forrestlittle.ie) or write to us at Secretary Manager, Forrest Little Golf Club, Forrest Road, Cloghran, Swords Co Dublin