

NAPGC Privacy Policy

To enable the National Association of Public and Proprietary Golf Clubs and Courses (NAPGC) to function correctly we need to be able to communicate with Club Secretaries, Delegated Club Officials, Team Managers, Players and Parents. To hold and manage personal details and communicate with you, we are required by the UK General Data Protection Regulation (GDPR) to obtain your permission.

Personal information

We currently collect and process the following personal information:

- Name
- Email Address
- Telephone Number
- CDH/WHS Number
- Date of Birth
- Gender

For wider club contacts we also have the following:

- The position of club contacts alongside names
- Contact addresses
- Club banking details

How we get the personal information and what we do with it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Engaging with you and your club on NAPGC business issues
- Entry into NAPGC Competitions and sending related information

We also receive personal information indirectly, from the following sources:

- Golf Genius
- England Golf
- Your club officials

We may share information we hold with England Golf for golfing purposes

We will also publish names, WHS indexes and scores, in start sheets result sheets and reference players in competition reports

Lawful basis for holding and using your personal information

Under the GDPR, the lawful basis we rely on for using and processing this information are:

- Your consent:
 - You or your club will have given this when registering as a contact or signing up for various events. You can remove your consent at any time. You can do this by contacting secretary@napgc.org.uk
- Our legitimate interest:
 - We need the details in order to manage and run the organisation. Providing information to clubs and contacts on administrative matters and providing information to club contacts and individuals on the range of competitions offered, associated details and in the management of entries to competitions.

How we store and retain your personal information

Your information is securely stored. Depending on purpose it is held within the club membership records, accounts system and/or competition databases including golf genius. Club bank account details where supplied are also securely held within the bank account facility.

We keep your personal information for as long as you are an affiliated NAPGC club, a member of an affiliated club or are involved in a competition. If you cease to fall under the above categories, then as soon as possible after we become aware, we will dispose of your information by deleting your personal information from our records.

Your data protection rights

Under data protection law, you have rights including the following:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at secretary@napgc.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at secretary@napgc.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>