

## SOCIETY OF LONDON LADY GOLF CAPTAINS



### Privacy Notice

The data we routinely collect includes members' names, addresses, email addresses, telephone numbers and golf club membership. We collect this data directly from our members when they join the Society.

We use members' data for the administration of your membership:

Sending out subscription renewal notices;

Communication of information regarding the AGM, Golf Meetings and Matches

Your personal data is not passed on by us to anyone else.

Data for our members comes from them when they join the Society or when they update their information.

This information is primarily stored in digital format as an Excel worksheet. Any paper forms received (e.g. membership application or renewal forms) are also stored for 2 years from receipt. Members' email addresses and telephone numbers are also maintained in the contacts section of the Society's Gmail account.

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring the Society discharges its obligations under the GDPR is the Honorary Treasurer, currently Jean Walker.

Members of the Society's committee have access to members' data in order for them to carry out their legitimate tasks for the organisations.

The Society collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated, competitive sport.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

If you want to see the basic membership data we hold about you, you should contact [londonladygolfcaptains@gmail.com](mailto:londonladygolfcaptains@gmail.com)

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.