



DATA PROTECTION POLICY

1. Policy Statement

Every day our business will receive, use and store personal information about our members, suppliers and colleagues. It is important that this information is handled lawfully and appropriately in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (collectively referred to as the 'Data Protection requirements').

Here at Ballymena Golf club we take your privacy very seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

2. About this Policy

This policy, and any other documents referred to in it, sets out the basis on which we will process any personal data we collect or process.

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 who adheres to the Golf Club's internal data protection policies and procedures.

This policy does not form part of any contract and may be amended at any time.

Donna Kinnear is responsible for ensuring compliance with the Data Protection Requirements and with this policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to Data Protection Officer or reported in line with the organisation's sporting and leisure activities policy.

3. What is Personal Data?

Personal data means data (whether stored electronically or paper based) relating to a living individual who can be identified directly or indirectly from that data.

Processing is any activity that involves use of personal data. It includes obtaining, recording or holding data, organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

Sensitive personal data includes personal data about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric, physical or mental health condition, sexual orientation or sexual life. It can also include data about criminal offences or convictions. Sensitive personal data can only be processed under strict conditions, including with the consent of the individual.

4. Data Protection Principles

Anyone processing personal data, must ensure that data is:

- a. Processed fairly, lawfully and in a transparent manner.
- b. Collected for specified, explicit and legitimate purposes and any further processing is completed for a compatible purpose.
- c. Adequate, relevant and limited to what is necessary for the intended purpose.
- d. Accurate, and where necessary, kept up to date.
- e. Kept in a form which permits identification for no longer than necessary for the intended purpose.
- f. Processed in line with the individual's rights and in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- g. Not transferred to people or organisations situated in countries without adequate protection and without firstly having advised the individual.

5. Fair and lawful Processing

The Data Protection Requirements are not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of individuals.

In accordance with the Data Protection Requirements, we will only process personal data which it is required for a lawful purpose. The lawful purposes include (amongst others):

- a. whether the individual has given their consent,
- b. the processing is necessary for performing a contract with the individual
- c. for Compliance with a legal obligation
- d. the legitimate interest of the business

When sensitive personal data is being processed, additional conditions must be met.

6. Processing for Limited Purposes

In the course of our business, we may collect and process personal data. This may include data we receive directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and data we receive from other sources (including, for example, location data, business partners, sub-contractors in technical, payment and delivery services, credit reference agencies and others).

We will only process personal data for the specific purposes or for any other purposes specifically permitted by the Data Protection Requirements. We will notify those purposes to the data subject when we first collect the data or as soon as possible thereafter.

7. Notifying Individuals

If we collect personal data directly from an individual, we will inform them about:

- a. The purpose or purposes for which we intend to process that personal data, as well as the legal basis for the processing.
 - b. Where we rely upon the legitimate interests of the business to process personal data, the legitimate interests pursued.
 - c. The types of third parties, if any, with which we will share or disclose that personal data.
 - d. The fact that the business intends to transfer personal data to a non –EEA country or international organisation and the appropriate and suitable safeguards in place.
 - e. How individuals can limit our use and disclose of their personal data.
 - f. Information about the period that their information will be stored or the criteria used to determine the period.
 - g. Their right to request from us as the controller access to and rectification or erasure of personal data or restriction of processing.
 - h. Their right to object to processing and their right to data portability.
 - i. Their right to withdraw their consent at any time (if consent was given) without affecting the lawfulness of the processing before the consent was withdrawn.
 - j. The right to lodge a complaint with the Information Commissioners Office.
 - k. Other Sources where personal data regarding the individual originated from and whether it came from publicly accessible sources.
- l. Whether the provision of the personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the individual is obliged to provide the personal data and any consequences of failure to provide the data.

We will inform data subjects whose personal data we process that we are the data controller with regard to the and our contact details are in the office.

8. Adequate, Relevant and Non-excessive Processing

We will only collect information required from you to be able to fulfil our contractual obligations. We may also collect further information through our website which allows us to contact you regarding events and offers at the club. As an employee we collect only the information required to fulfil the contractual relationship between you and the club and we only share this data with internal and external data processors.

9. Accurate Data

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data. 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 Donna@ballymenagolfclub.com or admin@ballymenagolfclub.com or write to the data controller at the club. This will be provided to you in a portable, machine readable commonly used format. You may ask us 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.

10. Timely Processing

We will not keep personal data longer than is necessary for the purpose or purposes for which it was collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.

11. Processing in line with Data Subject's Rights

We will process all personal data in line with data subject's rights, in particular their right to:

- a. Confirmation as to whether or not personal data concerning the individual is being processed.
- b. Request access to any data held about them by a data controllers (see also Clause 15 Subject Access Requests).
- c. Request rectification, erasure or restriction on processing of their personal data.
- d. Lodge a complaint with a supervisory authority.
- e. Data portability.
- f. Object to processing including for direct marketing.
- g. Not be subject to automated decision making including profiling in certain circumstances.

12. Data Security

We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental or unlawful destruction, damage, loss, alteration, unauthorised disclosure of or access data transmitted, stored or otherwise processed.

We will put in place procedures and technologies to maintain the security of all personal data from the point of the determination of the means of processing and point of data collection to the point of destruction. Personal data will only be transferred to a data processor if he agrees to comply with those procedures and policies, or if he puts in place adequate measure himself.

We will maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as below:

- a. **Confidentiality** means that only people who are authorised to use the data can access it.
- b. **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.
- c. **Availability** means that authorised users should be able to access data if they need it for authorised purposes. Personal data should therefore be stored on the Clubs central computer system instead of individuals PC, s.

Security procedures include:

- a. **Entry Controls.** Any stranger seen in entry- controlled areas should be reported.
- b. **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential).
- c. **Data minimisation.**
- d. **Pseudonymisation and encryption of data.**
- e. **Methods of disposal.** Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.
- f. **Equipment.** Staff must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

13. Transferring Personal Data Outside the EEA

We may transfer any personal data we hold to a company outside the European Economic Area (EEA) or to an international organisation, provide that one of the following conditions applies:

- a. The country to which the personal data are transferred ensures an adequate level of protection for the data subjects rights and freedoms.
- b. The data subject has given his consent.
- c. The transfer is necessary for one of the reasons set out in the Act, including the performances of a contract between us and the data subject, or to protect the vital interests of the data subject.
- d. The transfer is legally required on important public interest grounds or the establishment, exercise or defence of legal claims.
- e. The transfer is authorised by the relevant data protection authority where we have adduced adequate safeguards with respect to the protection of the data subjects' privacy, their fundamental rights and freedoms, and the exercise of their rights.

Subject to the requirements above, personal data we hold may also be processed by staff operating outside EEA who work for us or for one of our supplies. Those staff may be engaged in, among other things, the fulfilment of contracts with the data subject, the processing of payment details and the provision of support services.

14. Disclosure of Sharing Personal Data

We may share personal data we hold with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 or the UK Companies Act 2006.

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.

15. Subject Access Requests

Individuals must make a formal request for information we hold about them. Employees who receive a request should forward it to the Office immediately.

When receiving telephone enquiries, we will only disclose personal data we hold on our system if the following conditions are met:

- a. We will check the caller's identity to make sure that information is only given to a person who is entitled to it.
- b. We will suggest that the caller put their request in writing if we are not sure about the caller's identity and where their identity cannot be checked.

Our employees will refer a request to their line manager for assistance in difficult situations.

16. Changes to this Policy

We keep our data protection policy under regular review and will place any updates on our website. This policy was last updated on 20th April 2022.

How to Contact Us

If you need any further information please email us on admin@ballymenagolfclub.com or Donna@ballymenagolfclub.com or write to us at Ballymena Golf Club, 128 Raceview Road, Ballymena, BT42 4HY