



# RAMSEY CLUB COMPANY LTD

Club House and Registered Office:

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Ramsey, Huntingdon  
Cambs., PE26 1DD  
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Website [www.ramseyclub.co.uk](http://www.ramseyclub.co.uk)

Judith Bailey

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## PRIVACY POLICY

This privacy policy sets out how we use and protect any information that we hold in respect of members of Ramsey Golf and Bowls Club and any individual applying to join the club.

Our 'Privacy Policy' seeks to explain, in a concise and transparent manner, when and why we collect personal information from those who visit and use our club or website. It also explains how we use your personal data, the conditions under which we may disclose it to others and how we keep it secure.

We are committed to ensuring that your privacy is protected and we give an assurance that we will never release your personal details to any third party not specifically mentioned in this statement without your express consent. When a prospective new member completes an application form to join the club certain personal information is collected (for example : name, address, phone contact details, email address, gender, handicap information, type of membership sought). This information will only be used in accordance with this privacy statement.

## WHAT WE COLLECT

We may collect the following information :

- : Name and surname
- : Current address
- : Contact phone numbers – both landline and mobile
- : Email address
- : Handicap details
- : Membership category

## WHAT WE WILL DO WITH THE INFORMATION COLLECTED

We require the information that we collect to administer the club's membership and to provide the products and services that members have requested from the club and to provide members with an effective service for the following reasons :

- : Internal record keeping
- : Issuing membership subscription notices such as renewals
- : Recording financial transactions on membership accounts



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- : Contacting members on relevant club correspondence ranging from membership details, club notices, event details and any general details relating to the management of the club
- : Maintaining a record of any golf competitions that members enter
- : Maintaining a record of member's golf handicap details and related CDH number
- : Providing members with their membership cards and bar cards
- : Confirming member's handicap details to other golf clubs who request the information
- : Providing other golf club secretary's with competition entry details (name, handicap, email and CDH)
- : Providing personal details (name and email address only) to our Club Professional for use on their email system to distribute information on club notices, announcements, competitions and club related news
- : Providing personal details (name, phone numbers and email address only) to the club handicap secretaries for them to administer the golf handicap records
- : Providing personal details (name, address, phone numbers and emails addresses only) to the bowls club secretary in respect of bowls club participants for the bowls club secretary to administer the bowls club section of the complete club.

Members can choose to opt out from receiving details on club notices, event details, announcements etc at any time by contacting the club administrator.

Ramsey Golf and Bowls Club will retain all personal information on its members for the duration of membership and longer if required by law. If you purchase any products and services from us, then under UK tax law we are required to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it can be erased on your request. We will hold your personal information on our systems indefinitely for marketing purposes or until you notify the club administrator that you no longer wish us to do so, unless your request contradicts our statutory obligations

Ramsey Golf and Bowls Club takes membership privacy seriously and all such information is held on secure servers. Ramsey Golf and Bowls Club complies with all available Data Protection Regulations. We may change this policy from time to time by updating this policy and will notify all members accordingly.

Please do let the club administrator know if your contact details change so that we can ensure that we continue to service your membership.

## **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you.



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## ACCESS AND CORRECTION

You can request access to, and have the opportunity to update and amend your personal information, and you can exercise any other rights you enjoy under applicable data protection laws, including, for example, objection to and blocking of the processing of your personal information, by contacting the club administrator. For security reasons, we reserve the right to take steps to authenticate your identity before providing access to your personal information.

This policy is effective from May 25<sup>th</sup> 2018

Under General Data Protection Regulations any member has the right to complain to the Information Commissioner's Office (ICO) if they consider there is a problem in the way that any of their data is being handled.

Regards

Richard Coles  
Club Chairman