

# Oxfordshire Ladies' County Golf Association

## Data Protection Policy

25/5/2018

This policy sets out the obligations of the Oxfordshire Ladies County Golf Association (OLCGA), regarding data protection and the rights of Affiliated Members of the Association in respect of their personal data under EU regulation 2016/679 General Data Protection Regulations (“GDPR”), also the Association's obligations regarding the collection, processing, transfer, storage, and disposal of personal data. The procedures and principles set out below must be followed at all times by the officers and members of the Association.

The Association places high importance on the correct, lawful, and fair handling of all personal data, respecting the legal rights, privacy, and trust of all individuals with whom it deals.

### 1. Personal Data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the GDPR”.

### 2. Data Controller

The Executive body of OLCGA is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The Executive body of OLCGA complies with its obligations under “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure.

Your personal data will be treated as strictly confidential and will only be shared with other members of OLCGA for the purposes stated below.

### 4. Categories of Data

#### a) Committee Members including County Delegates

Our legal basis for processing personal data is Consent.

Information that is stored includes your name and contact details.

The purposes for storing this data are;

- to maintain the flow of information between England Golf and women golfers in Oxfordshire
- to assist and advise Members on matters concerning the administration of golf
- to organise Inter County matches, and to organise County competitions and other

activities for Members.

- to provide contact between County Delegates of each club for the organisation of club matches within the County
- to enable contact between clubs and individual officers of the Association e.g. County Captain, Secretary, Hcp Advisor, Competition Secretary

We will delete any data that we hold on you when your period of office ends.

b) Entrants for competitions or matches

Our legal basis for processing personal data is Consent

Information that is stored includes your name and contact details.

The purposes for storing this data are;

- to organise Inter County matches, and to organise County competitions and other activities for members.
- to advise competitors of their start times in competitions or matches  
Data within this category will be deleted at the conclusion of the competition, other than a record of the results of each event.

c) Junior golfers

Our legal basis for processing personal data is Consent and/or Legal Requirement.

Information that is stored includes the name and contact details of the junior golfer, their medical conditions & dietary requirements, their parent(s) \ guardian(s) and their doctor's contact details.

The purposes for storing this data are:

- to facilitate communications between the junior golfers, their parents and the OLCGA Junior Committee informing about competitions, matches and the latest news & results.
- to be aware of any illness, medical condition or allergy and the relevant contact details - which may if necessary be passed to 3<sup>rd</sup> parties having a specific need to know (such as members of the Emergency Services) to help ensure the safety & welfare of junior golfers whilst in the care of OLCGA at competitions, matches and events.

Data within this category will be deleted when the junior golfer is no longer registered as a 'junior golfer' in Oxfordshire either through age (over 18 on January 1) or if the junior golfer ceases to be affiliated with any golf club within the OLCGA boundaries.

## 5. Your rights

You have legal rights in respect of the personal data we hold about you. The Information Commissioner's Office (ICO) has published guidance on the full range of rights (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

The rights that are most relevant to the way in which we use your personal data include:

- The right to be informed about how we use personal data – this privacy notice gives that information
- The right to object – if you object to us processing your data, we will then stop doing so, unless we are processing the data in respect of a legal claim or can otherwise show that our legitimate interest in processing the data overrides your rights and interests

- The right of access – if you ask us for the personal data we hold about you we will provide it within a month, free of charge (unless we have already provided it to you, in which case we may have to charge you the administrative cost of providing it again).
- The right to rectification – if you ask us to correct personal data about you that is inaccurate or incomplete, we will do so within a month (unless we need longer, in which case we will discuss this with you)
- The right to erasure – also known as the ‘right to be forgotten’. If you ask us to delete your personal data, we will do so if there is no compelling reason to continue processing the data.

## 6. Contacting us and the ICO about your personal data

Please speak to us first if you have any questions or concerns about the way in which we process personal data. You can contact us via the OLCGA Secretary see below.

You have the right to complain to the ICO if you have a concern about our handling of your personal data which you do not think we can resolve. You can contact the ICO via <https://ico.org.uk/concerns/>

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