

Data Privacy Notice

1. Personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be 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 General Data Protection Regulation ("GDPR").

2. Who are we?

The Alistair Burns of Pike Hills Golf Club is the data controller. This means that the charity decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Charity complies with its obligations under the 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 and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:-

- To communicate with the beneficiaries of the charity.
- To inform the trustees/Committee members of items of interest and all matters relating to the activities of the charity.
- To share details with the Charities Commission, HSBC Bank and POSSIBVLY v12 Finance company if required.
- To promote the services of the charity.
- To maintain the internal records and accounts of the charity which are verified by the auditor.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep the Trustees informed of all matters relating to the charity's meeting and any other relevant information.
- Processing is necessary for carrying out the legal obligations in relation to the Charities Commission and finances.
- Processing is necessary for contact with other bodies relating to the re-election of Trustees/Committee members.
- Processing is carried out by a not-for-profit body with non-political, philosophical, religious or trade union aims provided:-
 - The processing relates only to current Trustees and beneficiaries and there is no disclosure to a third party without consent.

5. Sharing your personal data

All personal data will be treated as strictly confidential. We will **not** share personal data with third parties outside the Charity **without** your consent.

6. How long do we keep your personal data?

We will only retain personal data as long as it is necessary for the activities of the Charity as per the guidelines of the GDPR.

7. Your rights and your personal data.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of the personal data the Charity holds about you.
- The right to request that the Charity corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for the Charity to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible to transmit that data directly to another data controller, (known as the right to data portability) when applicable. (Note - This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data (where applicable). (Note – this only applies where processing is based on legitimate interests or the performance of a task in the public interest/exercise of official authority, direct marketing and processing for the purposes of scientific/historical research and statistics)
- The right to lodge a complaint with the Information Commissioners Office.

8. Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary we will seek your prior consent to the new processing.

9. Contact Details

To exercise all the relevant rights, queries or complaints please in the first instance contact the Charity's secretary at secretary@pikehillsgolfclub.co.uk or you can contact the Information Commissioner's Office on 0303 123 1113 or via e mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.