

LEICESTERSHIRE & RUTLAND LADIES' COUNTY GOLF ASSOCIATION
DATA PRIVACY NOTICE

1. About this policy

- 1.1. We are committed to respecting your privacy. This policy explains when and why we collect personal information about Competitors and Members, how we use it and how we keep it secure.
- 1.2. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (www.lrlcga.co.uk) regularly for any amendments. Amendments will not be made retrospectively.
- 1.3. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data.
- 1.4. The Association would like to ensure all contacts that the information that you provide is stored securely and is only used by the L&RLCGA Executive Committee to keep you informed about matters relating to the Leicestershire & Rutland Ladies' County Golf Association.

2. The Data we collect

Description	Reasons	Processing
Name	For identification of Competitors, Officials and Members.	Information stored on hard drive for the duration of the playing season (in the case of competitors). For non-competitors, information will be reviewed annually to consider if it still appropriate to retain it, if not the data will be destroyed.
Date of birth	To establish category in age related competitions.	Information stored on hard drive for the duration of the playing season.
Telephone number	For urgent contact in relation to L&RLCGA business.	Information stored on hard drive for the duration of the playing season (in the case of competitors). For non-competitors, information will be reviewed annually to consider if it still appropriate to retain it, if not the data will be destroyed.
Email address	For issuing of relevant competition and other L&RLCGA information.	Information stored on hard drive for the duration of the playing season (in the case of competitors). For non-competitors, information will be reviewed annually to consider if it still appropriate to retain it, if not the data will be destroyed.
CDH number	For the purposes of registering and notifying any handicap adjustments following completion of a competition and to establish that a player meets the requirements on handicap related events.	Information stored on hard drive for the duration of the playing season.
Medical conditions	For the health and welfare of the player at a competition where allergies or medical conditions would affect any treatment in the event of illness or injury.	Information retained in hard copy (paper files) for the duration of the playing season. Data destroyed at the end of the playing season.

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Parental consent	For the health and welfare of the player at a competition where allergies or medical conditions would affect any treatment in the event of illness or injury. Particularly important when parent or guardian may not be present at an event.	Information retained in hard copy (paper files) for the duration of the playing season. Data destroyed at the end of the playing season.
Photographs	For the publication on the L&RLCGA website and/or press for competitions or prize winners.	Photographs stored on hard drives will be deleted after the period of twelve months or the completion of the same competition in the following year. Photographs will remain available on the website until such time as considered out of date. Any request to remove specific photographs will be respected and dealt with within 5 working days.
Other items displayed on website – ie Honours Board	Website information stored in order to maintain the history of the Association.	Such information will remain on the website until such time as it considered out of date.

3. Other information

- 3.1. We will not share or transfer any information provided by you to any other body or person without your specific permission.
- 3.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction.
- 3.3. Where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 3.4. We will hold your personal data on our systems for as long as it is in the Association's legitimate interest to do so or for as long as is necessary to comply with our legal obligations.
- 3.5. We will review your personal data every year to establish whether we are still entitled to retain it on our systems. If we decide that we are not entitled to do so, we will destroy all relevant information.

4. Contact details

- 4.1. For more details, please address any questions regarding our privacy policy to our Honorary Secretary – secretary.lrlcga@gmail.com