

Moor Allerton Golf Club

Data Privacy and You

About this document

Moor Allerton Golf Club has produced this document to inform you how the organisation stores and uses any personal information provided by you as a member of the golf club. This document is not applicable to visitors. If you are a visitor and are interested in our data privacy policy please refer to the 'Data Privacy for Visitors' document which can be found on our website at www.magc.co.uk

For the purposes of GDPR (General Data Protection Regulation), Moor Allerton Golf Club (Leeds) Ltd is classed as a Data Controller.

If you have any concerns about your personal data you should contact the golf club in writing and your concerns will be passed to the nominated Data Protection Officer.

This document was published 1st October 2018.

Membership Information System (ClubV1)

For the duration of your membership, we will hold information about you on a Computerised Membership Information System (CMIS) called ClubV1. The CMIS system is provided by a third party computer software provider. The CMIS system is a secure cloud based hosted system. This means your data is not physically stored at the club on a computer system, but on a hosted platform accessible via the internet.

The table shown in Appendix 1 of this document identifies the personal information attributes that may be stored in the computerised membership system.

If you obtain a golfing handicap, some of your personal information will be stored in the Central Database for Handicaps (CDH) by England Golf. England Golf will allocate a unique identifier called a CDH Number to your personal record in ClubV1. Your handicap record will be synchronised with the England Golf CDH database daily. Once a CDH Number is allocated, your forename, surname and gender will form part of your handicap record stored in the CDH.

For the purposes of GDPR England Golf is classed as a Data Processor.

For the purposes of GDPR the company that supplies the membership system is classed as a Data Processor.

BRS Tee-Time Booking System

For the duration of your membership, once your personal details have been added to the ClubV1 membership information system, your personal information is also added to the BRS Tee-Time Booking System. Again, this is a secure cloud based hosted system.

The table shown in Appendix 2 of this document identifies the personal information attributes that may be stored in this system. This allows us to identify a golf booking. When you cease to be a member of the golf club, your record held in BRS is deleted.

For the purposes of GDPR the company that supplies the BRS Tee Management System is classed as a Data Processor.

Financial Data

We do not store any bank account information such as your bank sort code and account or IBAN number as we do not process payments by direct debit.

As part of our financial processes we keep bank statements for a minimum of 6 years. If you pay into the club's bank account either by making a BACS or Standing Order, any information you provide in the reference field when making a payment will appear on the bank statement so the transaction can be identified.

If you pay by recurring credit card payment, you will have completed a Worldpay recurring credit agreement between yourself and Worldpay. Worldpay will hold your credit card details and other information such as name, address etc.

If you make a payment to the club by debit or credit card over the phone, card number, expiry date and address information will be required in order to complete the financial transaction. This information is input into the card machine. This information beyond execution of the transaction is not recorded or stored by the club.

If you pay your membership subscription invoice or top up your membership card through the HowDoIPay web portal, you are directed to the Worldpay payment processing platform to take payment. The Club does not store any debit or credit card information for these transactions.

For the purposes of GDPR Worldpay is classed as a Data Controller.

Member Communication & Marketing

As a member of the golf club, information is provided to you through a variety of channels summarised as:-

SMS/Text messaging via ClubV1

ClubV1 has the facility to send a SMS message to a member via the mobile telephone number stored (if applicable) in the system. A typical example of this communication channel would be to provide information about a club competition or if urgent information needs to be circulated to a member such as a competition cancellation.

Email or Newsletter via ClubV1

ClubV1 has the facility to send you an email or an electronic newsletter via the email address and/or alternative email address that is stored (if applicable) in the system. It is important to note that you have the right to decide if you want receive (or not) a newsletter. If you wish not to receive this type of newsletter please contact the club to update your preferences.

Email via the club email platform

The club's email platform is normally used for individual correspondence. Like all email platforms, emails may be stored or archived or deleted. If any emails are stored, they would clearly contain your personal information. Primarily this would be your email address, and optionally your forename and surname.

Newsletter via MailChimp

Mailchimp is a hosted bulk email/marketing tool. This platform is our primary communication tool for producing communications such as Club, Games & Greens newsletters. As far as your personal data is concerned, it stores your forename, surname and email address. When your membership ceases, your personal details are removed from this system. It is important to note that you have the ability to 'OPT OUT' of communication from this platform - every newsletter contains an 'Unsubscribe link' at the top of each newsletter where you can update your preferences.

For the purposes of GDPR this organisation is classed as a Data Processor.

Third Party Marketing

The club does not sell or provide your personal information to any other third party.

Appendix 1 - Personal Information Attributes ClubV1

Personal Information Attributes

Data Type	Status	Used at MAGC
Gender	Mandatory	Yes
Title	Optional	Yes
Forename	Mandatory	Yes
Middlename	Optional	Yes
Surname	Mandatory	Yes
Honours	Optional	Yes
Nickname	Optional	Yes
Date of Birth	Optional	Yes
CDH Number	Optional	Yes
Email Address	Optional	Yes
Alternative Email Address	Optional	Yes
Salutation	Optional	Yes
Address	Optional	Yes
Town / City	Optional	Yes
County	Optional	Yes
Postal Code	Optional	Yes
Country	Optional	Yes
Home Telephone No.	Optional	Yes
Work Telephone No.	Optional	Yes
Mobile Telephone No.	Optional	Yes
Facebook ID	Optional	No
Twitter ID	Optional	No
Instagram ID	Optional	No
Sort Code	Optional	No
Account No.	Optional	No
Company Name	Optional	Yes
Billing Address	Optional	Yes

Appendix 2 - Personal Information Attributes BRS

Personal Information Attributes BRS

Data Type	Status	Used at MAGC
Gender	Optional	Yes
Title	Optional	Yes
Forename	Mandatory	Yes
Surname	Mandatory	Yes
Email Address	Optional	Yes