

**LUNDIN GOLF CLUB  
VISITORS PRIVACY POLICY**

## What we need

Lundin Golf Club is a private Members club affiliated to Scottish Golf Ltd.

Lundin Golf Club will be a “controller” of the personal information that you provide to us in entry forms, e-mail and via the website unless otherwise stated.

### *Volunteer/Participant personal data:*

When you volunteer or participate in a competition or event with Lundin Golf Club, we will ask you for the following personal information:

- Contact details – name, address, email address, date of birth, telephone number;
- Participation details – for example, participant, volunteer, reservation for event;
- PVG Membership where relevant.

## Why we need your personal information - contractual purposes

When you make a reservation with us and/or participate in a competition or event, we need to collect your personal information so that we can manage your booking and to enable you to participate in the competition, event or reservation.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to reserve your place.

## Why we need your personal information - legitimate purposes

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act

2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [secretary@lundingolfclub.co.uk](mailto:secretary@lundingolfclub.co.uk). If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

## Why we need your personal information - legal obligations

We are under a legal obligation to process certain personal information relating to our Volunteers, Visitors and Guests for the purposes of complying with our obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary;

## Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example, Request by other clubs for volunteer information. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Golf Ltd for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and personal safety.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Lundin Golf Club employs third party suppliers to provide services, including IT (website information). These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

We publish the results of our competitions on our website. This includes competitors' name, home club, handicap and result.

## How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by our staff for the purposes set out above.

Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to [protect your personal information](#)

Any requests received by Lundin Golf Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

## **How long we keep your personal information**

We keep our Volunteer, Visitors and Guests personal information for in the case of a Volunteer, throughout the volunteer period and two years beyond. In the case of Visitors and Guests for three years or until a Visitor or Guest instructs us to delete that information.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at [secretary@lundingolfclub.co.uk](mailto:secretary@lundingolfclub.co.uk)

## **Your rights**

You can exercise any of the following rights by writing to us at Lundin Golf Club, Golf Road, Lundin Links, KY8 6BA or [secretary@lundingolfclub.co.uk](mailto:secretary@lundingolfclub.co.uk).

Your rights in relation to your personal information are:

- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

## Lundin Golf Club

### Why we need your personal information?

Where you are happy for us to do so, we would like to contact you by email with information about golf, our latest news and upcoming events / competitions.

If you would like to receive email communications from us please opt-in by contacting us at:  
[secretary@lundingolfclub.co.uk](mailto:secretary@lundingolfclub.co.uk)



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Golf Road  
Lundin Links  
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