

## **Rutland County Golf Club – GDPR Terms & Conditions – 25<sup>th</sup> May 2018**

Re: Notice to reflect new Data Protection laws:

Established key principles of data privacy will remain relevant in the new Data Protection Legislation but there are also a number of changes that will affect commercial arrangements, both new and existing. The new General Data Protection Regulation (GDPR) which comes into force on 25<sup>th</sup> May 2018, specifies that any processing of personal data by a Processor, should be governed by a contract with certain provisions included as set out in the Regulation itself.

Any person(s) currently on the RCGC mailing list will be contacted via e-mail with the option to ‘opt in’ under the new GDPR regulations. Only those who ‘opt in’ will be contacted by RCGC in the future. Those person(s) who do not reply and ‘opt in’ will be removed from the mailing list.

RCGC takes the utmost care to keep any information secure and use it only for the purpose for which it has been provided. RCGC does not forward any personal information belonging to our Members or Visitors to any third parties.

Description	Details
Subject matter of the processing	Personal information of Members & Visitors to RCGC
Duration of the processing	Ongoing. E-mail communication has an ‘unsubscribe option’
Nature and purposes of the processing	Collection of personal information for normal Club administration and for marketing purposes. This can include competitions, special offers, new or updated facilities, subscription information, society/functions, voucher purchases. Any marketing is categorised into criteria before being sent to an individual
Type of personal data	E-mail, letters, telephone, text messages, Members direct debit data
How personal data is collected	Website enquiry forms, over the phone, applications, sign-in forms
Categories of data subject	Customers & Visitors

Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data

This will be reviewed every 4 years, with all person(s) on the current mailing list having the option to unsubscribe.

Any printed information is destroyed by shredding and then burning. Any information by e-mail is archived and should a Member leave, it is then destroyed after the 4 years