

Privacy Policy

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Prestwick St Nicholas Golf Club, Grangemuir Road, Prestwick, KA9 1SN.

About this document

This privacy policy sets out the way we process your personal data as a member or temporary member and to make sure you are aware of how we use your data as a member or temporary member of Prestwick St Nicholas Golf Club.

How we collect your information

- We may collect your personal data in a few limited ways, namely:
- Directly from you, when you fill in an application for membership, when you make enquiries on our website, or when you interact with us during your time as a member in various other ways (for example, when you correspond with the Club, renew your membership or book a function etc);
- From someone else who has applied for membership on your behalf (for example a family member);
- From Scottish Golf (for example, where Scottish Golf passes on your details to us in connection with HowDidIDo)
- From a third party golf tour operator or golf booking agent acting on your behalf.

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your email address(es), telephone number(s) and postal address(es),
- Personal information including date of birth, employment status, next of kin
- Records of communications and interactions we have had with you including emails and written correspondence.
- Financial information, (which may include Direct Debit details.)
- Certain other information which you volunteer when making use of your membership benefits (for example, when making tee time bookings or making use of other Prestwick St Nicholas Golf Club facilities).

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a social event or a course or whilst making use of the golf course and clubhouse.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of Prestwick St Nicholas Golf Club membership, including: informing you about Prestwick St Nicholas Golf Club policies and rules, competitions, tee time availability, general meetings and social functions.
- Notifying you of the annual membership fees.
- Providing Prestwick St Nicholas Golf Club members with contact details of other members to facilitate team, competitive and social golf. This data must not be used for any other purpose by members, including for example by making commercial offers, promoting business interests or charitable activities.
- Research and statistical analysis about who is playing golf and /or attending social events or general meetings at Prestwick St Nicholas Golf Club;
- Communication about Prestwick St Nicholas Golf Club news and activities that we think may be of interest to you;
- Storing your details on the software platform we use for Prestwick St Nicholas Golf Club member management database, website and tee time booking system.
- Promoting Prestwick St Nicholas Golf Club and goods and services of relevant third parties (for example the Club Professional, Scottish Golf, the R&A) where we think this will be of interest to you;

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of Prestwick St Nicholas Golf Club. Examples of these essential service communications are:

- Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).
- Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about Clubhouse or course closures and holiday opening hours.

You are in control of how we communicate with you. You can decide not to receive periodic Newsletters, emails (although we may still use these for essential service communications) or other non-essential service communications and can update your choices and/or your contact details by contacting us

E:mail: Secretary@[prestwickstnicholas.com](mailto:Secretary@prestwickstnicholas.com)

Post: Managing Secretary, Prestwick St Nicholas golf Club, Grangemuir Road, Prestwick KA9 1SN.

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our employees, Committee and Sub-Committee members for the purposes of administering your membership and giving you access to the membership benefits and services to which you are entitled
- Our contractors and suppliers, including the Club Professional and any provider of membership management services, tee booking and website services

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you remain a member or temporary member of Prestwick St Nicholas Golf Club and for a period of seven years thereafter for accounting purposes.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

How we use collected information

Prestwick St Nicholas Golf Club collects and uses members' or temporary members' (Users') personal information for the following purposes:

- **To improve our Site**
We continually strive to improve our website offerings based on the information and feedback we receive from you, statistical analysis, market research and site use evaluation
- **To improve customer service**
Your information helps us to more effectively respond to your customer service requests and support needs.
- **To send periodic emails**
The email address users provide will be used to send information e.g. Club Notices, newsletters and information on social functions/ tee time restrictions either requested directly by you or deemed appropriate in accordance with your above consents. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

Web browser cookies

Our website may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. Users may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

Third party websites

Users may find advertising or other content on our Site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

Changes to this privacy policy

Prestwick St Nicholas Golf Club has the discretion to update this privacy policy at any time. When we do, we will post a notification on the main page of our Site, revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Your acceptance of these terms

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact the managing Secretary

- by email: Secretary@prestwickstnicholas.com
- by telephone: 01292 477608
- or by post: Managing Secretary, Prestwick St Nicholas Golf Club, Grangemuir Road, Prestwick KA9 1SN.
- If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk