

The following are recommended best practise guidelines for the Ladies Section, agreed by the Committee on 14 March 2019. These should be read in conjunction to the main Cottesmore Golf and Country Club Data Protection Policy which is available upon request from the office and nothing below is intended to replace the overarching club Data Protection Policy which is applicable to all memberships.

Data Protection & Cottesmore Ladies Section

What information do we hold on you?

The Ladies Section contact sheet co-ordinator maintains a list of names, home phone numbers and preferred email contacts. This information is passed to the person co-ordinating the list by the individuals themselves and therefore deemed to be held for "Legitimate Interest" purposes ie for lady section members to have the option to contact each other, for the purpose of email updates, and for those organising competitions and other events to have an up to date contact list of participants.

We are a small and friendly section. Members must have the option to contact each other and we are satisfied that, provided we all observe the following best practise and have relevant permissions to do so, we should be able to continue to hold and share this information for that purpose.

How do we keep your information safe?

- all new members will be asked to opt in to give permission to add their personal details to this list at point of entry.
- we will add opt out guidance on the address list for those who have already given permission to be listed on it and those listed will be able to opt out at any time if they do not want their details to appear on the list.
- the latest membership list will be held securely on the website and will only be visible to Lady Section members and the Cottesmore Golf & Country Club website administrator with a pre-notified password access. If you print this out, please ensure you keep it safe and secure and do not share in the public domain.
- If you leave the club or the Section, your information will be removed from the Ladies Section contact list as soon as possible.

Additionally, the Ladies Section committee pledges to ensure: -

- make all our section members aware of our commitments and obligations
- keep abreast of any changes recommended to the Club data protection policy
- keep Ladies Section members notified of any changes and regularly review our best practise
- avoid bulk emailing notices to "all section" members, (ie displaying large lists of email addresses) – instead we will blind copy. We have decided to do this because once an email has been sent out to individual inboxes there is always the remote possibility that the email could be forwarded to third parties in error, or a members account may be hacked so this is a precaution to minimise that risk.
- never share the detail on the contact sheet with other clubs or organisations. There may be occasions where entry into external competitions does require us to release your contact details but any detail that is shared will only be passed over **after** you have given your consent to do so.
- shred any hard copy information that is obsolete or file securely if held as a paper record
- maintain any financial records for subs and other payments securely on computers for the minimum period required and then these will be deleted.

If you have any questions, concerns or issues you would like to raise, please discuss with the current Lady Captain, the Ladies Section Committee Secretary or the Cottesmore Golf and Country Club Data Protection Officer, Johnny Porter.

14 March 2019