

# Normanton Golf Club Ltd (NGC) – Privacy Policy

This Privacy Policy outlines how Normanton Golf Club, collects, uses, discloses, and protects personal information of both members and non-members, including visiting golfers and other customers. We are committed to safeguarding privacy and ensuring the security of all personal data. By interacting with Normanton Golf Club, you consent to the practices described in this policy.

## **1. Information we collect:**

We may collect various types of personal information from members and non-members, including but not limited to:

- Name, address, and contact details (email, phone number)
- Date of birth
- Gender
- Handicap and golfing history
- Membership details and renewal information (for members)
- Photographs and video footage taken at club events

## **2. How we use your information:**

- Membership management: For members, we use personal data to administer membership, process payments, and communicate important club-related information.
- Event organization: We may use personal information to organise and manage club events, competitions, and tee time bookings for both members and non-members.
- Communication: We may contact you via email, phone, or post to provide updates on club news, upcoming events, and other relevant information.
- Security and safety: CCTV footage may be used for the safety and security of members, non-members, and the club's premises.
- Marketing: We may use personal data to send promotional materials and offers related to the club to both members and non-members, but we will always provide an option to opt-out of marketing communications.

## **3. Data sharing and disclosure:**

We may share personal information with third parties in the following cases:

- Service providers: We may engage trusted third-party service providers to assist with membership administration, event management, and marketing. These providers will only process data on our behalf and in accordance with our instructions.
- Visiting golfers and customers: For non-members, we may share relevant information with visiting golfers, event participants, and other customers to ensure smooth event coordination and customer service.
- Legal compliance: If required by law, we may disclose personal information to regulatory authorities or law enforcement agencies.

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## **4. Data retention:**

We will retain personal data for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by law.

## **5. Your rights:**

As a member or non-member, you have certain rights regarding personal data, including the right to:

- Access your personal information held by the club
- Correct any inaccurate or incomplete data
- Withdraw your consent for specific data processing activities
- Erase your data under certain circumstances
- Restrict or object to the processing of your data

To exercise your rights or make any inquiries about your personal data, please contact us at Normanton Golf Club, Aberford Road, Wakefield WF3 4JP.

## **6. Security:**

We take data security seriously and employ reasonable measures to protect personal information from unauthorised access, disclosure, alteration, or destruction.

## **7. Updates to the Privacy Policy:**

We may update this Privacy Policy from time to time to reflect changes in our practices or for legal, regulatory, or operational reasons. We will inform you of any significant changes and seek your consent if required.

## **8. Contact Information:**

If you have any questions or concerns about this Privacy Policy or how we handle personal data, please contact us at:

Normanton Golf Club, Aberford Road, Wakefield WF3 4JP

By interacting with Normanton Golf Club, you acknowledge that you have read and understood this Privacy Policy and agree to the collection, use, and disclosure of your personal information as described herein.