



## **Surrey Women's Golf Privacy Policy**

Surrey Women's Golf is committed to protecting your privacy in accordance with UK GDPR and the Data Protection Act 2018. Surrey Women's Golf has strict security procedures in the storage and disclosure of information that you have provided, to prevent unauthorised access. This privacy policy sets out how we use and protect any information that you give us when you use this website.

Should we ask you to provide your personal data when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

### **Collecting Personal Information**

This website is free to browse through and read. On a few occasions there is the opportunity to fill in a form and provide information on yourself. We may collect, store and use the following kinds of personal information:

- a) information that you provide to us for the purpose of entering a competition or communication with us. For example, if you enter a Surrey Women's Golf competition or if you fill out a contact form through this website, you will be providing Surrey Women's Golf with personal information.
- b) information that you provide to us for the purpose of subscribing to any website service that Surrey Women's Golf might provide, email notifications and/or newsletters.

### **What does Surrey Women's Golf do with the information?**

Personal information will be used solely for notifying you in relation to competitions that you have entered or advising you of changes to that competition or subsequent events which you may wish to enter or to respond to your questions or comments.

We may also use the information to:

- send you email notifications which you have specifically requested.
- deal with enquiries and complaints made by or about you relating to the website.

send out news and updates where you have asked to receive the same. Where you submit personal information for publication on the Surrey Women's Golf website, Surrey Women's Golf will publish and otherwise use that information in accordance with your preferences.

Surrey Women's Golf will not provide your personal information to any third parties for the purpose of direct marketing without your express consent.

### **Legal Basis for Use**

Surrey Women's Golf relies on your consent to send you direct marketing. We may rely on the lawful basis of contract if you enter a Surrey Women's Golf event.

Surrey Women's Golf relies on legitimate interest for all other communications with you via our online platforms, including when you complete a comment or ask for more information.

There may be occasions, such as safeguarding, where Surrey Women's Golf has a legal obligation to use your personal information.

### **How long does Surrey Women's Golf keep your data?**

Surrey Women's Golf will only hold your personal information for as long as necessary for business purposes or if required to keep it by law. We have a data retention policy that we use to manage how long we keep data for.

Generally, we retain:

- Marketing contact for as long as you provide us consent
- Enquiries over the phone or email – details will only be kept for as long as needed to service your request.

### **Disclosure**

Surrey Women's Golf may disclose information about you to any of its employees, officers, agents insofar as reasonably necessary for the purposes set out in this privacy policy.

In addition, we may disclose your personal information:

- (a) to the extent that we are required to do so by law.
- (b) in connection with any legal proceedings or prospective legal proceedings.
- (c) in order to establish, exercise or defend Surrey Women's Golf's legal rights.

Except as provided in this privacy policy, we will not provide your information to third parties.

### **Who processes my information?**

Surrey Women's Golf (and those people employed by Surrey Women's Golf to help make this site, its content and services) use the information which you provide. In addition, personal information provided when subscribing to our newsletters may be stored both in our internal IT systems.

Information IS NOT shared with or sold to any partner companies or other agents without your specific consent.

### **Automated decision taking**

Surrey Women's Golf utilises the Intelligent Golf website for all competitions. Draws are often automated and use the information provided on entry.

### **Security of your personal information**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Any personal information you provide will be stored on Surrey Women's Golf's secure (password- and firewall- protected) servers.

Data transmission over the internet is inherently insecure and so we cannot guarantee the security of data sent over the internet.

### **International data transfer**

Where you submit any personal information for publication on the Surrey Women's Golf website such information will be published on the internet and may be available, via the internet, around the world. Surrey Women's Golf cannot prevent the use or misuse of such information by others.

### **Links to other sites**

Surrey Women's Golf offers links to other sites. However, Surrey Women's Golf is not responsible for their policies regarding the collection of information. If you view a linked site, you should review their privacy and other policies.

## **Changes to the Surrey Women's Golf Privacy Policy**

Changes to the Surrey Women's Golf Privacy Policy will be posted here from time-to-time. You should check this page occasionally to ensure you are happy with any changes.

## **Your rights**

You have the right to request:

- information about how your personal data is processed and to request a copy of that personal data
- that any inaccuracies in your personal data be rectified without delay
- that any incomplete personal data be updated - you can include the missing information in your request
- that your personal data is erased if there is no longer a justification for it to be processed
- that the processing of your personal data is restricted in certain circumstances - for example, where accuracy is contested

We may withhold such personal information to the extent permitted by law.

These rights are not absolute and there may be circumstances where they do not apply. If this is the case, we will explain this to you and include our justification for why we are not able to complete your request in part or fully. We have one calendar month to respond to your request in most circumstances. If you are not satisfied, you can make a complaint about the way we process your personal information to the ICO using their website - [ico.org.uk](http://ico.org.uk)

## **Updating information**

Please let us know if the personal information which we hold about you needs to be corrected or updated.

## **Contact**

If you have any questions about this privacy policy or Surrey Women's Golf's treatment of your personal information, please use the form on the "Contact"

page or write to or call the County Secretary using the details found on the "Contact" page of this website.

### **Data controller**

The data controller responsible in respect of the information collected on this website is the Surrey Women's Golf Limited.