



NORFOLK COUNTY GOLF UNION LIMITED

COUNTY SECRETARY: Peter Johns

County Union Registered Office

c/o Royal Norwich
The Weston Estate
Weston Hall Road
Norwich, NR9 5JZ
Mobile:07887 747483

Email: secretary@norfolkcountygolfunion.co.uk

Website: www.norfolkcountygolfunion.co.uk

DATA PROTECTION POLICY

This Document outlines the way in which Norfolk County Golf Union Ltd will handle personal data provided to us. Our Policy centres around six principles. We will ensure that all data is processed fairly, lawfully and transparently. We will only store and process data for specific and legitimate purposes. The personal data we collect will be adequate, relevant and limited to what is necessary for the purpose for which we collected it. We will endeavour to keep our data accurate and up to date and we will keep that data for no longer than is necessary. All data will be processed in a manner that ensures appropriate technical and organisational security.

THE DATA WE HOLD

COMPETITION PLAYERS

To effectively run our Championships and Order of Merit events, we must ensure that players who are entering qualify via certain criteria. In setting up online entry fields it is important that we are able to specify minimum or maximum ages, handicaps, ensure players are members at affiliated clubs and be able to contact them to inform them of tee off times etc. In order to carry this out efficiently we will collect their names, CDH number, date of birth, gender, contact number, e mail address and mailing address. This then updates a Player Profile within the Master Roster of the Golf Genius software and recognises players when they enter future events. For Golf Genius' privacy policy click on the link

<https://www.golfgenius.com/legal/privacy>.

We will not use this information other than to contact players regarding the specific events that they have registered for and other Championships and Order of Merit events.

Parents of junior players who are intending to enter our events will be required to submit a Parental Consent Form in order for Norfolk County Golf Union staff to deal with emergencies on the day of events. These Parental consent forms will be held securely and erased when the competition season has finished. For juniors representing the County we will also require a shirt size as Norfolk County Golf Union shirts are provided but these records will be erased at the end of the tournament season.

We will keep a mailing list of players who have asked us to keep them updated specifically on upcoming tournaments, reports of results in tournaments and update them of any Norfolk County golfing news.

SQUAD MEMBERS

At the start of each competitive season, we will invite selected players to join our County Squads. Those players will provide their e mail addresses via the Player Agreement form in order for Team Managers and Norfolk County Golf Union staff to contact them in relation to County Team training sessions, team selections and tournament information. Parents of Junior players will also be required to submit a Parental Consent Form which enables team managers to deal with emergencies on the day. At the end of the playing season, we will erase the Parental Consent Forms and squad members for the following year will be required to submit a Parental consent form that relates to the new season. Managers and Coach's will be required to deal with squad data in line with our Protection Policy.

MEMBERS OF STAFF

Details of contracts, personnel information and personal details required for paying salaries will be kept in a password secured file that only the County Secretary has access to. Personal details of past members of staff will be erased unless it is felt that records need to be kept after they have left for legal reasons. The only financial records that will be kept will be in line with the required documents needed for Tax inspections.

GOLF CLUB MANAGERS AND CLUB OFFICIALS

An affiliated Golf Club has effectively entered into a contract with Norfolk County Golf Union Limited and as such we often need to contact Golf Club Managers and Officials to discuss related business that directly affects their club. This can range from news of regulation changes, news reports that include members of their club, notification of meetings and seminars, notification of support available and liaising with course assessments and affiliation payments. In order to carry out these tasks (which are expected of us) we will keep databases that contain just name, position within the club and email address. As soon as we are informed of a change of personnel, we will immediately erase the old contact details and change them to the details given to us.

BOARD MEMBERS, TEAM MANAGERS AND COACHES

A database holding the contact details of Board Members and Team Managers will be kept. As soon as a member of either the Board or one of the Team Managers steps down they will be asked to confirm whether or not they want to continue receiving notifications from us and if they don't their contact details will be erased. Coaches have entered into a contract with Norfolk County Golf Union and therefore we will keep contact details that allow us to liaise with them and pay them for their duties.

All volunteers or members of staff that work with young golfers will be asked to fill in a DBS return in order for Norfolk County Golf Union to check on their suitability to work with young golfers. We will keep these records to enable us to prove that we had followed procedure should we ever need to in the future.

IN ALL OF THE CASES ABOVE WE ARE COMMITTED TO KEEPING ONLY THE MINIMUM AMOUNT OF DATA REQUIRED TO CARRY OUT THE TASKS LISTED ABOVE AND WILL NEVER SHARE DATA WITH A THIRD PARTY

HOW WE KEEP OUR DATA SECURE

Our computers are all password protected, and we have NORTON ANTIVIRUS SOFTWARE which is regularly updated and deals with ransomware and malware.

We use Zoho Mail as a vehicle to contact our Club Managers. Zoho Mail is compliant with major global data protection regulations, including the General Data Protection Regulation (GDPR). Secure/Multipurpose Internet Mail Extensions (S/MIME) allow users to encrypt their outgoing emails and digitally sign them. They do not engage directly with people on third party data lists.

Our website is hosted by Nooq Golf who are GDPR compliant. They use the WordPress editing suit, WordPress.com is committed to operating in accordance with the GDPR. We do not store databases on Outlook.

When sharing data with our Team Managers, Coaches or third part professionals (such as PAYE contractors) we do so via password protected files.

STAFF PROCEDURES

Our staff have been well briefed and are aware of their responsibilities with regards to GDPR. They will only store the data as described in this policy. Whenever a new member of staff is introduced onto the team, they will be made aware of our policy and trained thoroughly in how to be compliant.

Volunteers that have access to data have also been briefed in their responsibilities with regards to the data they have access to.

SUBJECT ACCESS REQUESTS

Any individual submitting a Subject Access Request will be provided with the personal data held on that person. Norfolk County Golf Union Limited will ensure that the information is provided promptly and whenever possible within one month of the request.

February 2025

Peter Johns – County Secretary & Data Protection Officer