**Harrow School Golf Club Privacy Policy and Associated Practices**

This privacy policy is aimed at safeguarding members’ personal data and the associated practices are designed to deliver the necessary protection.

**1. Information Held**

The personal information held is contact details, i.e. address, telephone number(s) and email address, and record of payment of subscription. No bank account details are held.

**2. Management and Purpose of Collection**

2.1 The Club’s Honorary Secretary manages this database.

2.2 The database is distributed in part or total to Club officials including Chairman, Wardens, Section Captains, and Fixture and Handicap Secretaries. This information is required to enable the delivery of the benefits of membership through communicating e.g. information on the course, competitions and events, and the collection of annual subscriptions.

2.2 Telephone numbers and e mail addresses of adult Club members are also made available to all members on the website, to help members contact each other for arranging competition, matches and social play.

**3. Sources of Data**

The contact details are collected when an individual applies for membership. The database is updated if existing members advise new contact details.

**4. Holding and Processing of Information**

4.1 Club officials hold personal data of members on excel spreadsheets in password protected computers.

The Handicap Secretaries also hold this data in the Handicap Master programme, which is installed on their computers or associated systems. Installation and updating of Handicap Master software is passcode protected and the computers the Handicap Secretaries use are password protected.

4.2 The Secretary holds information on past members for three years after the date of the termination of membership. It is then deleted.

4.3 If the Secretary issues a new database to Club officials, they must then delete the old database.

4.4 Contact details made available to all members are accessed via a link on the password protected Members Page on the website. This file is read only and cannot be downloaded, copied or printed. This list is updated twice yearly in March and September

4.5 Contact details must not be displayed on notice boards

4.6 Email communication to groups of members should be by bcc, where appropriate.

**5. Members’ Rights**

5.1 Members may see the data held in their name on request.

5.2 Members can request that their personal data is not held on the website file that is available to all members. This option will be made clear at the time of joining.

5.3 Members may at any time express a preference for how the club communicates with them and may ask to be excluded from the mailing of the Annual Newsletter.

5.4 All such requests should be made to the Honorary Secretary preferably by email on hsgcsecretary@harrowschool.org.uk

6. Queries and Complaints

6.1 Members can get information on their rights under applicable data protection law from the Information Commissioner’s Office website [www.ico.org.uk](http://www.ico.org.uk).

6.2 Members may raise queries and complaints with the Honorary Secretary via e mail hsgcsecretary@harrowschool.org.uk, or by writing to the Chairman and delivering the letter to the Warden, or writing to the Chairman at Harrow School Golf Club, 5, High Street, Harrow on the Hill, HA1 4HP. Complaints may also be made to the Information Commissioner if a member is not satisfied by the Club’s response.

R. H. Porter, Chairman Harrow School Golf Club, May 2018