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**The Society of West Cheshire Lady Golf Captains**

**Privacy Notice**

The data the society routinely collects includes members’ names, addresses, email addresses, telephone numbers and golf club membership. This data is collected directly from the society members when they join the society or when they update their information.

Members’ data is used for the administration of membership, for sending out subscription renewal notices and for communicating information regarding the AGM, bridge drives, golf meetings and matches.

Members’ personal data is not passed on by the society to anyone else.

This information is primarily stored in digital format as an Excel worksheet.  Any paper forms received from March 2022 onwards (e.g. membership applications) are stored for two years.  Members’ email addresses and telephone numbers are also maintained in the contacts section of the society’s general account. Members will be contacted once a year to confirm that they agree or disagree to the society retaining their data for the forthcoming year.

Under the General Data Protection Regulation (GDPR) the society does not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring the society discharges its obligations under the GDPR is the Treasurer.

Members of the committee have access to members’ data. This allows them to carry out their legitimate tasks for the society.

The society collects personal data necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated competitive sport.

For data relating to financial matters, the basis for its collection and retention is to comply with the society’s legal obligations.

If any member wants to see the data the society holds about them, they should contact the Treasurer.

The Society retains names and contact details of members both in written and digital form and will archive these when a member leaves or is deceased as this archive is a valuable history of our society. However, such data will be deleted entirely on request.