**Beauchief Seniors Golf Society: Personal Data Management Policy**

The Beauchief Seniors Golf Society undertakes to collect and use members’ personal data in compliance with the General Data Protection Regulation (GDPR), which comes into effect on May 25th 2018, superseding the UK Data Protection Act.

The legal basis for processing personal data is our legitimate interest as a membership organisation. We use the data for the administration of membership, the communication of information and the organisation of events.

Personal information may be recorded in four forms:

1. A Membership Record is maintained as part of a Google spreadsheet. Personal information is limited to: First name, Surname, Landline phone no., Mobile phone no., Email address, Date joined/resigned, Joining fee paid (Y/N).
2. An Account Record is maintained on the website database for members who register on the site in order to access the online event-booking. The only data required to create an account is: Username, Password, Email address. (Other data such as name, address, phone etc. may be input, but they are not required, and should be left blank.)
3. A Sign-up Record is maintained as part of a Google document for each member who signs up to play at an event; this comprises only Name, and whether or not payment has been received. The sign-up information is also posted as a paper copy on the club noticeboard.
4. Members who attend an event may be mentioned by name and/or appear in photographs as part of Post-Event Reports on the website.

Membership data is shared with no-one else, and only the three Society officials have access to it. Personal data is not passed on by us for use by any other third parties. Data is stored in encrypted form in Google’s Cloud. Membership data will be retained for two years after a member advises that they are leaving the Society.

The website Account is protected by a password whose strength is determined by the member. Accounts on the website will be destroyed as soon as a member advises leaving the Society.

Sign-up records will be destroyed at the end of the year following each event.

Post-Event Reports will be retained in perpetuity.

The current Data Controller is named on the website. He or any of the other officials may be contacted by email at teeoff@bsgolfsoc.co.uk. Members may contact the Data Controller at any time to request access to their own personal data. The Data Controller will comply with any valid request to correct, update or delete a member’s personal data.