

## OXFORD AND CAMBRIDGE GOLFING SOCIETY – PRIVACY NOTICE

### 1 IMPORTANT NOTICE

- 1.1 This is the Privacy Notice of the Oxford and Cambridge Golfing Society (the “**Society**”, “**we**”, “**us**” or “**our**”) and sets out how we collect and process your personal data. This Privacy Notice also provides certain information that is legally required and lists your rights in relation to your personal data.
- 1.2 This Privacy Notice relates to personal information that identifies “**you**” meaning you as a member of the Society.
- 1.3 We refer to this information throughout this Privacy Notice as “**personal data**” and section 3 sets out further detail of what this includes.
- 1.4 Please read this Privacy Notice to understand how we may use your personal data.
- 1.5 This Privacy Notice may vary from time to time so please check it regularly.

### 2 HOW TO CONTACT US

- 2.1 For the purposes of relevant data protection legislation, we are a controller of your personal data and as a controller we use the personal data we hold about you in accordance with this Privacy Notice.
- 2.2 If you need to contact us in connection with our processing of your personal data, then please contact the Hon Secretary of the Society at [secocgs@gmail.com](mailto:secocgs@gmail.com).

### 3 CATEGORIES OF PERSONAL DATA WE COLLECT

The categories of personal data about you that we may collect are:

- 3.1 personal data you provide to us in person, via our website or by telephone or by electronic mail, including the personal and contact details you supply when you are elected the Society or establishing or updating a profile on our website;
- 3.2 personal data in the form of images or video footage that may be taken from time to time;
- 3.3 personal data gathered using cookies;
- 3.4 personal data you provide if you enter into a competition or sign up to play in a match;
- 3.5 personal data about your mailing preference;
- 3.6 personal data about your university, college, varsity matches and golf club affiliations/memberships; and
- 3.7 “bank details” (including account name, sort code and account number, BACS registration details, standing order details, Paypal identifiers) for our subscription purposes; and
- 3.8 details of your visits to our website including but not limited to traffic data, location data, weblogs and other communication data.

### 4 HOW WE USE YOUR PERSONAL DATA & OUR BASIS FOR USING IT

We may rely on one or more of the following legal bases when processing your personal data. The table below also sets out the linked purposes for which we may process your personal data:

Purposes for which we process your personal data	The basis on which we can do this (this is what the law allows)
In order to perform our contractual obligations to you in connection with your membership of the Society	The processing is <b>necessary in connection with the contract</b> that you have entered into with us on becoming a member of the Society
<p>In order to use your personal data to operate and administer the business of the Society, but otherwise than in performing our contractual obligations to you, for example:</p> <ul style="list-style-type: none"> <li>• to send you important notices such as communications about changes to our membership terms and conditions and policies;</li> <li>• to deal with any misuse of our website;</li> <li>• to send you information you have requested;</li> <li>• to deal with your enquiries;</li> <li>• to help us develop our website to be more useful to you;</li> <li>• for internal purposes for research, analysis, testing, monitoring, and administrative purposes;</li> <li>• for data analytics; or</li> <li>• for identifying usage trends.</li> </ul>	We have a <b>legitimate interest</b> in carrying out the processing, which is not overridden by your interests, fundamental rights or freedoms. Our legitimate interest is our legitimate interest in the management, administration and operation of the Society's business for the benefit of all its members.

## 5 WHO RECEIVES YOUR PERSONAL DATA

We may disclose your personal data to:

- 5.1 other members of the Society via our website and our hard copy printed members booklet;
- 5.2 third party data processors who may process data on our behalf to enable us to carry out our usual business practices. Any such disclosure will only be so that we can process your personal data for the purposes set out in this Privacy Notice;
- 5.3 legal and regulatory authorities who request your personal data or to report any potential or actual breach of applicable law or regulation;
- 5.4 external professional advisers such as accountants, auditors and lawyers, provided that they are under duties of confidentiality;
- 5.5 law enforcement agencies, courts or other relevant party, to the extent necessary for the establishment, exercise or defence of legal rights; and/or
- 5.6 third parties where necessary for the purposes of prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties.

## 6 HOW LONG WE WILL STORE YOUR PERSONAL DATA FOR

We will store your personal data for no longer than necessary. We will discard, delete or anonymise your personal data as soon as it become surplus to requirements. We keep the length of time that we hold your personal data for under review. However, please note that your personal data will remain in the hard copy printed members booklet referred to in paragraph 5.1 above “as is” at the time that such booklet is printed notwithstanding any discarding, deletion or anonymisation by us.

## 7 CONTRACTUAL REQUIREMENTS ON YOU TO PROVIDE PERSONAL DATA

- 7.1 In certain circumstances the provision of personal data by you is necessary to enter into or maintain your membership contract with the Society.
- 7.2 It is your choice as to whether you provide us with your personal data necessary to enter into a contract or as part of a contractual requirement. If you do not provide your personal data then the consequences of failing to provide your personal data are that we may not be able to perform to the level you expect under our contract with you. An example of this would be where we are unable to provide you with competition entry details because we do not have your full details, or where we cannot perform our contract with you at all because we rely on the personal data you provide in order to do so. Please see our rules for further details.

## 8 YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA

Subject to applicable law including relevant data protection laws, you may have a number of rights in connection with the processing of your personal data, including:

- 8.1 the right to request access to your personal data that we process or control;
- 8.2 the right to request rectification of any inaccuracies in your personal data or, taking into account the purposes of our processing, to request that incomplete data is completed;
- 8.3 the right to request, on legitimate grounds as specified in law:
  - 8.3.1 erasure of your personal data that we process or control; or
  - 8.3.2 restriction of processing of your personal data that we process or control;
- 8.4 the right to object, on legitimate grounds as specified in law, to the processing of your personal data;
- 8.5 the right to receive your personal data in a structured, commonly used and machine-readable format and to have your personal data transferred to another controller, to the extent applicable in law; and
- 8.6 the right to lodge complaints regarding the processing of your personal data with the Information Commissioner’s Office or other relevant supervisory body. Please see <https://ico.org.uk/concerns/> for how to do this.

If you would like to exercise any of the rights set out above, please contact us using the contact details set out in section 2. However, please note that your personal data will remain in the hard copy printed members booklet referred to in paragraph 5.1 above “as is” at the time that such booklet is printed notwithstanding the exercise by you of any of your rights set out above.

## 9 **LINKS TO OTHER WEBSITES**

This policy only applies to the Oxford and Cambridge Golfing Society. If you link to another website from our website, you should remember to read and understand that website's privacy policy as well. We are not responsible for any use of your personal data that is made by unconnected third party websites.