



## DATA PROTECTION POLICY

In accordance with the GDPR requirements which came into force on 25th May 2018, our Association has prepared a Data Protection Policy. This is summarised below.

**DATA HELD.** The Association has a Members' database which includes Names, Addresses, Telephone numbers, email addresses, the name of their Club and their handicap, together with the results of competitions and matches in which the member has played. In addition, where Members have given the optional information, an emergency contact phone number and information about any allergies or other medical information which might be needed in an emergency.

**PURPOSE OF HOLDING INFORMATION.** The Association uses this information to communicate with members about Association business (e.g. AGM notices) and details of Competitions and Matches. The information about emergencies and medical conditions is available to the person organising an event but is not published.

**DURATION OF VALIDITY.** Information is held by the Association for the duration of a person's membership and for 1 year thereafter (in case of rejoining).

**COLLECTION OF INFORMATION.** Data is currently collected annually by the Club Reps when subscriptions are renewed. In addition and alternatively, forms are available for individuals to complete and hand them directly to the Association's Hon. Treasurer.

**ACCESS TO INFORMATION.** The Officers of the Association who have access to the database are:- Hon. Treasurer, Competition Secretary and the Webmaster. Information can also be passed to the Captain and Vice-Captain where it is relevant to Matches. Club Reps will have access to the data for members of their own clubs.

**USE OF INFORMATION.** The information is used only for the purpose of running the Association. It is not used for Marketing or passed to any Third party.

**PHOTOGRAPHS.** By allowing your photograph to be taken at an event organised by DCVLGA it is assumed that you are willing to have it stored and published on the Vets website. You must inform the Photographer if this is not the case.

**DATA PROTECTION OFFICER.** Anne Biggs <[webmaster@durhamladyveteransgolf.org.uk](mailto:webmaster@durhamladyveteransgolf.org.uk)>