

**DOLLAR GOLF CLUB**  
**BACK ROAD DOLLAR FK147EA**  
[www.dollargolfclub.com](http://www.dollargolfclub.com)

**Privacy Policy**

DGC (Dollar Golf Club) holds and controls personal information about members and visitors. This policy explains what this information is, what we use it for and how we manage it.

The club gathers information as follows:			
<b>From Whom</b>	<b>Club Members</b>	<b>Visitor Competition Entrants</b>	<b>Staff</b>
<b>What information is collected</b>	Name	Name	Name
	Address	Address	Address
	Contact details	Contact details	Contact details
	D.O.B.	D.O.B.	D.O.B.
	Gender	Gender	Bank Account details
	Golf Handicap and CDH no	Golf Handicap and CDH no	NI no
	Bank Account details	Home golf club name	
<b>Why/What is it for</b>	To enable effective club and member management.	For managing entries, organising tee-off times and recording results.	For managing staff, organising shifts and paying wages/salaries to bank accounts, pension contributions and tax to HMRC.
	Bank account details are used for setting up direct debit instructions		

The club gathers information as follows:			
<b>When/How is it collected</b>	For contact details: When joining, by completion of paper application form, or during membership by notifying office.	At time of entering competition via the entry process, either on-line or by submission of paper entry form	At start of employment by completion of a new employee paper form.
	For Bank details: At any time by completion of paper form direct debit mandate		
<b>How is it used</b>	Members contact details are recorded on a fully hosted cloud-based golf club management system provided by Club Systems International Ltd. This system has the highest level of SSL certification (ie security) available. Club Systems Int Ltd privacy policy can be viewed at <a href="http://www.howdidido.com/Home/PrivacyPolicy">http://www.howdidido.com/Home/PrivacyPolicy</a>	Contact and golf details are recorded on a fully hosted cloud-based golf club management system provided by Club Systems International Ltd. This system has the highest level of SSL certification (ie security) available. Club Systems Int Ltd privacy policy can be viewed at <a href="http://www.howdidido.com/Home/PrivacyPolicy">http://www.howdidido.com/Home/PrivacyPolicy</a>	Details are recorded on a fully hosted cloud based system provided by Sage which is used used for payroll.
	DGC will retain former member details for a maximum period of 1 year after all outstanding issues (eg outstanding bills) are cleared for that member.	DGC will retain this information for a maximum of 1 year following the competition.	
<b>Who is it shared with</b>	Not shared	Not shared	Not shared

**Visitors to our Website**

On our website we use Google Analytics to collect anonymous information about how our site is performing. This is an industry standard product used by many websites. Google's Privacy Policy can be viewed here <https://www.google.com/intl/en/policies/privacy/#infocollect>

The information we receive from this service does not identify any individual. If you really don't want to allow Google Analytics to capture information about your visit to our web-site you can install an "add-on" to your web browser. Details at <https://support.google.com/analytics/answer/181881>

**Access and Correction Rights**

You have the right to see details of the information that we hold about you. Contact the Club for this. We would encourage you to update your Personal Information promptly if it changes.

**Changes to the Policy**

We reserve the right to modify, add or remove sections of this privacy policy at any time.

**Dollar Golf Club****April 2018**