

# Privacy Policy

*Revision History*

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
1.1	24/05/2018	Jennie Nunne	All



# 1 Privacy statement

This privacy statement sets out how Bishopswood Golf Ltd uses and protects any information that you give Bishopswood when you use this website or when you contact us.

Bishopswood is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

Bishopswood may change this policy from time to time. You should check the policy from time to time to ensure that you are happy with any changes.

## 2 What We Collect

We may collect, but is not limited to, the following information:

- Name
- Contact information including email address
- Date of birth
- Demographic information such as postcode, preferences and interests
- Other information relevant to membership, customer surveys and/or offers

### 2.1 What we do with the information we gather

This information is used by us to contact you to offer you services that you have expressed an interest in. We may contact you for the following reasons:

- Internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional emails about new products and services, special offers or other information which we think you may find interesting using the email address which you have provided
- From time to time, we may also use your information to contact you for market research purposes.  
We may contact you by email, phone or post

## 3 Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## 4 Links to Other Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## 5 Controlling your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to fill in a form on the website or on paper, under the General Data Protection Regulations we need you to actively opt in to receive communications. To restrict the collection ensure that the box remains unticked/unclicked

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@bishopswoodgc.co.uk](mailto:info@bishopswoodgc.co.uk)

You can unsubscribe at any time using the link provided in the footer of our email communication

We respect your privacy and will not sell or pass this information to anyone unless required by law.

You may request details of personal information which we hold about you under the General Data Protection Regulation. If you would like a copy of the information held on you please write to Bishopswood Golf Ltd, Bishopswood Golf Course, Bishopswood Lane, Tadley, Hants, RG26 4AT or email to [info@bishopswoodgc.co.uk](mailto:info@bishopswoodgc.co.uk), we will send you our Subject Access Request Form by return. A copy of our Subject Access Policy and the form can be found on our website.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

## 6 Sharing and Disclosing Your Personal Information

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. We will not share or sell your data with third parties for marketing purposes.

Bishopswood uses third-parties to provide the below services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

- **England Golf**

We use England Golf in relation to the national golf handicap scheme; they act in the capacity of a processor on our behalf. The only information we provide them with is your name and details from your membership application form to meet business requirements. For more information about England Golf, please visit [www.englandgolf.org](http://www.englandgolf.org)

- **Hampshire Golf Union**

We use Hampshire Golf in relation to the national golf handicap scheme; they act in the capacity of a processor on our behalf. The only information we provide them with is your name and details from your membership application form to meet business requirements. For more information about Hampshire Golf, please visit [www.hampshiregolf.org.uk](http://www.hampshiregolf.org.uk)

## 7 Safeguarding Measures

Bishopswood takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your sensitive and personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

## 8 Consent

By communicating, commenting or asking us to contact you, you understand that you are providing this information to us voluntarily and there is a legitimate reason to retain this information for the period required to discharge those obligations mentioned above. Without the contact information we will not be able to get back to you.

## 9 Your Rights

You have the right to ensure:

- We process your data fairly and lawfully within the consent you have provided us
- Your data is accurate
- Adequate, not excessive
- Data is secure

You can:

- Have your data updated and amended if it is incorrect, out of date or incomplete
- Know how long we keep your data
- Withdraw your consent to the use of your information and ask us to erase your data at any point and be forgotten. Please note that we may still be entitled to process your information if we have another legitimate reason (other than consent) for doing so and there may be circumstances where you ask us to erase your information but we are legally entitled to retain it
- Ask us to provide details of your personal data that we hold
- Restrict the level of processing in certain circumstances. Again there may be circumstances where you ask us to restrict the processing of your information, but we are legally entitled to refuse that request
- Make a complaint with the Information Commissioner if you think that any of your rights have been infringed by us

## 10 How Long do we Keep your Data

Your information will be retained indefinitely or until you make a request for it to be removed or until the product/service you expressed an interest in is no longer available and/or provided

## 11 How your Data is Protected

This information will be retained on an internal database, on an internal computer and in some circumstances paper records; all will be protected by security arrangements. If you feel this is not sufficient then please do not provide any personal information or let us know and we will dispose of the information securely.

## 12 How to Contact Us

If you have any issues with our privacy statement or if you feel you data has been used unfairly, then please contact us using the 'Contact Us' form on the website, by emailing on [info@bishopswoodgc.co.uk](mailto:info@bishopswoodgc.co.uk) or by wiring to us using the company address.