

# CORNWALL LADIES COUNTY GOLF ASSOCIATION



## **GDPR/PRIVACY POLICY**

*Pursuant to the changes brought about by the General Data Protection Regulations which come into effect on 25th May 2018*

Important: By submitting personal data to us and/or by using our website you give your consent that all personal data that you submit may be processed by us in the manner and for the purposes described below.

### **Scope of privacy policy**

We are committed to maintaining the privacy and confidentiality of information provided by you to us. This privacy policy describes our current policies and practices with regard to personal data collected by us from you directly and/or through the website. The term 'personal data' refers to personally identifiable information about you as defined in the Data Protection Act 1998.

### **Notification of changes to privacy policy**

We are continually improving our methods of communication and because of these ongoing changes, changes in the law and the changing nature of technology, our data protection practices will change from time to time. If and when our data practices change, we will notify you accordingly.

### **Collection of personal data including email addresses**

You may choose to receive information or services from us. When you contact us, we request personal information about you such as your name, postal address, email address and telephone number. The information you provide is either manually or electronically stored.

### **Use of personal data**

We will use your personal data to fulfil your instructions and requirements and we will ask only for data that is adequate, relevant and not excessive for those purposes. Where we send you information for any purpose, it may be sent by email or post. When we ask you for personal data it may be for any of the following purposes:

- To contact you to inform you of our services or events
- To send you regular updates on issues we think will be of interest to you
- To send you requested information on our people and services
- To use your personal data in connection with your access to information and materials on our website
- To administer this website and help us improve our services
- To use your personal data in relation to or arising from our events and publications
- To issue invoices, manage accounts and records, and collection of payments and debts.

## **Unsubscribe**

We hope you will be pleased with our information and services. However, if you do not wish to receive emails from us and want to be removed from our electronic mailing list, please email us at the address given below with “email unsubscribe” in the subject heading.

If you also wish to be removed from our postal database, please let us know by emailing us at the address given below with “mail unsubscribe” in the subject heading.

## **Anonymous data collection via our website**

In addition to the information we collect as described above, we may use technology to collect anonymous information about the use of our website. For example, our web server automatically logs which pages of our website our visitors view, their IP addresses and which web browsers they use. This technology does not personally identify you - it simply enables us to compile statistics about our visitors and their use of our website.

Our website contains hyperlinks to other pages on our website. We may use technology to track how often these links are used and which pages on our website our visitors choose to view. Again, this technology does not identify you personally – it simply enables us to compile statistics about the use of these hyperlinks.

## **Disclosure of your personal data**

We do not share, sell or distribute your personal data with unrelated third parties, except as otherwise provided for in this privacy policy and under these limited circumstances:

## **Data access and corrections**

Upon receipt of your written request and enough information to permit us to identify your personal data, we will disclose to you the personal data we hold about you, for which we may make a charge up to the maximum as allowed by applicable law. We will also correct, amend or delete any personal data that is inaccurate.

Requests to delete personal data are subject to any applicable legal and ethical reporting or document retention obligations imposed on us.

## **Links to other websites**

This website may contain hyperlinks to websites that are not operated by us. These hyperlinks are provided for your reference and convenience only and do not imply any endorsement of the activities of such third-party websites or any association with their operators. We do not control these websites and are not responsible for their personal data practices. We urge you to review any privacy policy posted on any site you visit before using the site or providing any personal data about yourself.

## **Privacy**

The CLCGA uses their website to provide online information and services, competition management and CONGU ratified handicap maintenance, for playing members within the County.

Access to this website is limited to selected CLCGA representatives that need access for the purpose of supplying and maintaining information relative to the primary functions of the website, as stated above.

The CLCGA will transfer from its own systems only those personal details relevant to County matters such that a County member may utilise this website effectively.

Admin Users of the website are able to specify additional personal details by accessing the 'Preferences' area under the 'Admin' menu option. The details specified here will be used solely for the following purposes:-

- 1) Communication between County Officials and competitors to promote accessibility and enable the effective and smooth running of the County.
- 2) Contact information may be passed to the CGU database system to maintain up to date contact information.

Cookies are used throughout this website for tracking session data, and this data is discarded automatically on leaving the website. Persistent cookies may also be used to remember Visitor ID if this option is selected.

### **Payment processing**

The CLCGA does not use the website for collection of payments.

### **Your rights**

Your personal data is protected by legal rights, which include your rights to object to our processing of your personal data; request that your personal data is erased or corrected; request access to your personal data.

For more information or to exercise your data protection rights, please contact us using the contact details below. You also have a right to complain to the Information Commissioner's Office, which regulates the processing of personal data.

Contact email: County Secretary, email: [clcgasec@outlook.com](mailto:clcgasec@outlook.com)

### **Changes to this privacy policy**

This privacy policy document will be reviewed from time to time to ensure it remains up to date. Please visit our website to view any change.

[This Privacy Policy was last updated on 14 July 2023]