



## **Cowdenbeath Golf Club – Privacy Notice**

On behalf of the Cowdenbeath Golf Club Committee and in the members interests, the following privacy notice is hereby given to ensure clarity over member personal information in accordance to UK General Data Protection Regulation (UK GDPR) Act 2018 and The Data Use and Access Act 2025 (DUAA).

### **Data Control & Processing**

“The Committee” of Cowdenbeath Golf Club will be a “controller and processor” of the personal information that you provide to us, unless otherwise stated.

When you register as a member of Cowdenbeath Golf Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18) we may ask you for the following personal information:

- Contact details – i.e. name, address, telephone number, e-mail address, and date of birth
- Membership criteria – i.e. category
- Equality information – i.e. disability (if any)

### **Why we need your personal information.**

Under the purpose of “Legitimate Interest”, we collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- Provide you with core member services.
- Set up your online membership account and administer your account online.
- Send you membership communications by post, email or social media in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits.

On joining the club, you may elect not to have your details used for the specific purpose of receiving news and announcements, or that they may not be made available to other members.

If you do not provide us with all of the personal information required, or elect to limit the use of your data, this may affect our ability to offer club membership, services and benefits.

# Cowdenbeath Golf Club

The Clubhouse, Seco Place, Cowdenbeath, Fife. KY4 8PF



## Why we need your personal information.

We process our members' personal information in pursuit of our legitimate interests for the following purposes:

- Promote and encourage participation in the Cowdenbeath Golf Club by sending members' communications and booking information for upcoming competitions and events.
- Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes
- Provide competition in the Cowdenbeath Golf Club by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- Respond to and communicate with members regarding questions, comments, support needs, complaints, concerns or allegations in relation to the Cowdenbeath Golf Club.

## How we will use your personal information

We will use your personal information the purposes listed above but may be used to investigate complaints, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes.

If you wish to object to any of the above processing, please contact us [mail@cowdenbeath-golfclub.com](mailto:mail@cowdenbeath-golfclub.com)

If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

For the avoidance of doubt, no automated decision making and or profiling is conducted by Cowdenbeath Golf Club

## Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with information on how we will use your information and will always seek your agreement before doing so.

## How we protect your personal information

Your personal information is stored on our electronic filing system in the UK, and is accessed by our committee for the purposes set out above.

## How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for five years.

# Cowdenbeath Golf Club

The Clubhouse, Seco Place, Cowdenbeath, Fife. KY4 8PF



## CCTV

The club uses closed-circuit television around the clubhouse for the purposes of :

- Prevention or detection of crime or equivalent malpractice.
- Identification and prosecution of offenders.
- Monitoring of the security of the Club's premises.
- Identification of unauthorised actions that might result in disciplinary proceedings being instituted against members and or visitors and to assist in providing relevant evidence
  - a. Where images are recorded and retained, this will only ever be for the purposes listed above and will not be used for any other purpose. A Separate Data Protection Impact Assessment and CCTV Policy has been prepared by the committee in line with current GDPR and The Data Use and Access Act 2025 (DUAA) and is available upon request.

## Who we share your personal information with

- We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.
- We may also share personal information with our professional and legal advisors for the purposes of taking advice.
- As an affiliated club of Scottish Golf and Fife Golf Trust we are required to ensure that all of our members are members of Scottish Golf and Fife Golf Trust as a condition of affiliation.
- Where we share your name and membership category with Scottish Golf and or Fife Golf Trust, they will become a controller and processor of your personal information when they receive it. All members are encouraged to check and review the privacy notices regarding their personal information with these organisations as Cowdenbeath Golf Club have no access to or control over the data they hold.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

## Your Rights

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a "**Subject Access Request**"
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information.
- You have a right to request that we restrict the processing of your personal information and object to your data's use for specific purposes
- If you wish us to delete your personal information (right to erasure), you may request that we do so.

# Cowdenbeath Golf Club

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The Clubhouse, Seco Place, Cowdenbeath, Fife. KY4 8PF



## Your Rights Cont.

You can exercise any of the following rights by speaking to any committee member, sending an e-mail to at [mail@cowdenbeath-golfclub.com](mailto:mail@cowdenbeath-golfclub.com), or writing to us at :-

The Clubhouse, Cowdenbeath Golf Club  
Seco Place  
Cowdenbeath  
KY4 8PF

Under current legislation, you must receive a reply upon exercising any of the above rights within 30 days.

If, after exercising your rights under the above, are unable to resolve with the committee and remain dissatisfied with any aspect of the clubs handling of your personal information, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)