



## **GDPR: Policy Statement**

Personal information submitted by entrants (players) will be treated as confidential and sensitive data. The information provided by entrants in the process of applying to enter a competition will not be passed on to any third party and will be retained by the Northern Counties Golf Union for the purposes of notifying the entrant of relevant information associated with the actual competition entered or other appropriate competitions which may be of interest to the entrant for the future. The existing player's information is retained by the Northern Counties Golf Union for legitimate interests relating to recreational purposes only, and will be retained within the secure environment of the Northern Counties Golf Union.

The information retained shall be players name, address, date of birth, CDH number, contact telephone numbers and email address. This information will be retained within the player profile on the Northern Counties Golf Union. The information will be retained for the purposes of contacting the players for notification of competition closing dates, competition start sheets, general competition information such as location of venue, catering provisions, practice arrangements and course information, and other appropriate information the player may require prior to attending the competition.

Additional information as may be required, such as health and welfare details will be retained in hard copy (files) for use at any event attended by the player and shall be retained for the playing season only. The information is required to ensure the health and safety of the players and any additional welfare issues concerning player allergies, medical conditions which may affect treatments following injury or illness whilst attending the competition.

Where juniors are representing their county in team events organised by the Northern Counties Golf Union it is required that the GDPR requirements will have been completed by the nominating county. Where juniors enter singles' competitions organised by NCGU, a parental consent form must be completed and must be signed by the parent or guardian before the junior players can compete. (Parental Consent Forms can be downloaded from the website.) The signed forms will be available in hard copy form at the competition being attended by the junior player. The information will be retained and used only in the case of an emergency where specific persons will be advised of medical conditions before any treatment is administered. The information will be retained only for the current playing season and will be securely destroyed on completion of the playing season.

The personal information on all players will be accessible only by the appropriate officers and no details will be transmitted electronically via emails unless password protected to any other person or organisation.

All entrants to be asked to confirm they have read and understood the terms and conditions in respect of the personal data being retained. It will also be incumbent upon all entrants to advise the Northern Counties Golf Union of any changes to their personal data or circumstances which

may affect the methods of communication at any point in the future (changes of address, contact numbers, email address or medical conditions).

All entry forms, hard copies of online entries, will contain a tick box or signature line to confirm entrants have read and agree to the terms and conditions of the GDPR policy statement.

### Data retention

Description	Reasons	Processing
Name	For identification of player	Information retained within the player profile by the NCGU and is password protected. Data retained for unlimited time.
Address	For correspondence in relation to competition entry, issuing of any prize vouchers, competition entry refunds.	Information retained within the player profile by the NCGU and is password protected. Data retained for unlimited time.
Date of Birth	To establish category in age related competitions.	Information retained within the player profile by the NCGU and is password protected. Data retained for unlimited time.
Phone number(s)	For urgent contact in relation to competition information.	Information retained within the player profile by the NCGU and is password protected. Data retained for unlimited time.
Email address	For issuing of start sheets, competition information, entry closing dates, changes in competition conditions.	Information retained within the player profile by the NCGU and is password protected. Data retained for unlimited time.
CDH	For the purposes of registering and notifying any handicap adjustments following completion of a competition and to establish player meets entry requirements on handicap related events.	Information retained within the player profile by the NCGU and is password protected. Data retained for unlimited time.
Medical conditions	For the health and welfare of the player at a competition where allergies or medical conditions would affect any	Information retained in hardcopy (paper files) for the duration of the playing season. Data destroyed at the end of the playing season.

	treatment in event of illness of injury.	
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Parental consent	For the health and welfare of the player at a competition where allergies or medical conditions would affect any treatment in event of illness or injury. Particularly important when parent or guardian may not be present at an event	Information retained in hardcopy (paper files) for the duration of the playing season. Data destroyed at the end of the playing season.
Photographs	For the publication on the NCGU website news section for competition or prize winners.	Information retained within the player profile by the NCGU and is password protected. Data retained for unlimited time.