

DUMBARTONSHIRE GOLF UNION : VOLUNTEERS PRIVACY NOTICE

Dumbartonshire Golf Union is the affiliation of all golf clubs in or associated with Dunbartonshire and surrounding area with a view to fostering the game of golf; improving the standard of play; promoting camaraderie amongst golfers; holding championships, competitions, inter- county or representative matches; carrying out course rating for handicapping purposes; levying subscriptions from member clubs and expending funds in pursuance of the objects of the Union.

Membership

Membership is open to all golf clubs in the Dunbartonshire and surrounding area, (as shall be determined by the Scottish Golf Limited), providing said clubs have the minimum number of members (other than juniors) as stipulated by Scottish Golf Limited.

Dumbartonshire Golf Union (DGU) will be a “controller” of the personal information that you provide to us through our website or other forms of communication.

Volunteers’ personal data:

When you volunteer with Dumbartonshire Golf Union (DGU), we will ask you for the following personal information:

- contact details – name, address, email address, etc.;
- participation details – for example, committee role, etc.;
- P+VG membership if required.

Why we need your personal information – legitimate purposes

Volunteers’ personal data:

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any

other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

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

Why we need your personal information – legal obligations

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary;

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with external publications for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

How we protect your personal information

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

How long we keep your personal information

Volunteers' personal data

We will only keep your personal information for as long as you are a volunteer.

We will keep certain personal information of volunteers for longer in order to confirm your identity, when you were a member of the DGU Executive and for how long.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at Secretary@DGU.org.uk.

Your rights

You can exercise any of the following rights by writing to us at Secretary@dgu.org.uk

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 for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Dumbartonshire Golf Union will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk