



ENGLANDGOLF

President  
Mike Rees

Secretary  
Martin McDermott  
6 Lovett Green  
Sharpenhoe  
Bedfordshire  
MK45 4SP

Mobile 07786 968010  
E-mail: [secretary@southeastgolfunion.co.uk](mailto:secretary@southeastgolfunion.co.uk)

## SOUTH EASTERN GROUP

### DATA PROTECTION POLICY

England Golf South Eastern Group takes very seriously its data protection obligations. We are a data controller of personal data about you which we hold. This document describes how England Golf South Eastern Group (“SEG”) will handle personal data provided to us.

The SEG Secretary is our Data Protection Officer – his contact details are listed above.

We will deal with data in accordance with six key principles:

1. Using data fairly, lawfully and transparently
2. Purpose limitation – we only use data for the purpose it was collected
3. Data minimisation – we collect the minimum amount of data possible
4. Accuracy – we aim to be 100% accurate in the data that we hold
5. Data retention – we retain data for the minimum possible period
6. Data security – we keep data private and secure

We collect data from the eleven county golf unions which comprise SEG and from individual competitors (and their parents in the case of juniors) who enter our Championships. The attached table describes the data sources, types of data, usage, basis of collection/usage, retention period, storage medium and security measures.

We will never share your data without your consent – except in circumstances where we are legally obliged to do so.

In situations where we are relying on your consent to process personal data, you can withdraw consent at any time by contacting, in writing, the SEG Secretary.

We do not undertake any direct marketing nor do we use email lists other than in the context of particular championships which are entered by individual competitors.

You have the right to request a copy of the information that we hold about you. You may submit a written Subject Access Request to the SEG Secretary – contact details above. We will respond promptly to all such requests. Should any of the information that we hold on you be inaccurate please advise the SEG Secretary in writing and this will be corrected.

This policy document is available from the SEG Secretary (contact details above) and on the SEG website at [https://www.southeastgolfunion.co.uk/data\\_protection\\_policy](https://www.southeastgolfunion.co.uk/data_protection_policy)

The date at the bottom of this page will be updated whenever amendments are made to the Data Protection Policy.

Last Update: 3<sup>rd</sup> May 2018

# England Golf – South Eastern Group

## Data Protection Policy

Source	Data	Usage	Legal Basis	Medium	Security	Retention
Counties	Name & email address of County Delegates and County Secretaries	Communication	Needed to ensure that SEG business is conducted/communicated properly	Spreadsheet. Mailing List.	Devices used to access data are password protected. Spreadsheets are password protected and saved to OneDrive. Email is provided by Intelligent Golf.	Until change of Delegate/Secretary
Counties	Name and CDH# of County Team players	Competition Administration	Needed to ensure the proper management of SEG competitions	Spreadsheet. Competition Software.	Devices used to access data are password protected. Spreadsheets are password protected and saved to OneDrive. Competition software hosted by Intelligent Golf.	Historic
Counties	Images of County Team players	Website	Where counties have given consent – assumption that counties can give that consent	Website	Website hosted by Intelligent Golf	Historic

# England Golf – South Eastern Group

## Data Protection Policy

Source	Data	Usage	Legal Basis	Medium	Retention	Security
Players	Name, Address, Telephone #, Email, CDH #, Date of Birth	Competition administration	<p>Needed to ensure the proper management of SEG Championships.</p> <p>Entry forms require express consent (positive Opt-In) to use the data for these purposes including a statement that photographic images may be used by SEG for the website.</p>	<p>Competition Software.</p> <p>Hard Copy Forms.</p>	<p>Competition Software hosted by Intelligent Golf.</p>	<p>Personal data will be deleted at the end of the competition year. Name and CDH # will be retained for historic results purposes.</p> <p>Hard copy forms will be shredded at the end of the competition year.</p>
Players	Medical information relating to junior competitors	Health & Safety/Parental Consent	<p>Needed to ensure proper treatment is administered in case of sickness or injury in the absence of a parent/guardian.</p> <p>Parental Consent Forms contain express consent to use the information appropriately.</p>	Hard Copy Forms	<p>Parental consent forms are a condition of entry for the Junior Championship. These are held by the SEG Secretary.</p>	<p>Hard copy forms will be shredded at the end of the competition year.</p>
Officials	Name, Address, Telephone #, Email	Communication	<p>Needed to ensure that SEG business is conducted/communicated properly</p>	<p>Spreadsheet.</p> <p>Mailing List.</p>	<p>Devices used to access data are password protected.</p> <p>Spreadsheets are password protected and saved to OneDrive</p> <p>Email is provided by Intelligent Golf</p>	<p>Until change of Official</p>