****

**Castleknock Golf Men’s Club**

**Introduction to privacy for members**

Below is important information that you need to be aware of about your personal information. Please read it carefully. This notice applies to current and former members, sponsors, Carr Golf, Oaktree Capital Management, the Ladies Club, suppliers, associates and others whose personal information is provided to us in the context of our relationship in golf and running Castleknock Golf Men’s Club.

**Privacy Notice**

**About us**

Castleknock Golf Men’s Club (described as, “we”, “us” “Men’s Club” and “our” in this policy) are located at Castleknock Golf Club Ltd, Porterstown Road, Dublin 15. The structures regarding your membership and your data are: the lands and clubhouse are owned by Oaktree Capital Management. Oaktree Capital Management have appointed the management company Carr Golf, to run Castleknock Golf Club Ltd. This notice applies to Castleknock Golf Men’s Club and not Castleknock Golf Club Ltd. Castleknock Golf Club Ltd act as data controller regarding the personal information that we process i.e. they provide the Men’s Club with a small portion of your data as described in this notice.

Queries regarding your data that you provided on joining Castleknock Golf Club Ltd should be sent to: dpo@castleknockgolfclub.ie. For queries regarding your data processed by Castleknock Golf Men’s Club you should write to: Honorary Secretary, Castleknock Golf Men’s Club, Porterstown Road, Dublin 15, or castleknockhonsec@gmail.com.

**About this privacy notice**

We may update or amend this privacy notice at any time. This notice refers to all personal data relating to you that we process. It tells you the types of personal information we collect and why we need it, how we use it, and what protections are in place to keep your personal information secure. This notice also sets out your rights regarding your personal information and is written in a question and answer format.

**About you**

You are a member or former member of Castleknock Golf Men’s Club or you interact with the Men’s Club in the context of running and managing golf located at Castleknock.

**What is personal information or personal data?**

Your personal information or data is anything about you by which you can be identified.

**What personal information do we process and where does it come from?**

We process your name, phone number and email address that we receive from Castleknock Golf Club Ltd. We primarily use this information because you are a Men’ Club member and we may process personal information about you in this context.

**What is the purpose and the legal basis for using your personal information?**

We rely on the legitimate interest as a reason for processing your information. We will only use your personal information where the law allows us to. In most cases we will process your personal information where it is necessary to run the Men’s Club and give it to any third parties in that context of managing the Men’s Club or participating in golf at Castleknock.

**Change of purpose to use your personal information.**

We will only use your personal information for the purposes for which it was given to us, and we may occasionally need to use it for another purpose that is compatible with the original purpose. However, if we need to use it for any unrelated purpose we will notify you in advance and explain to you why this is necessary.

**What is the legal basis for processing your “special category” personal information?**

The Men’s Club does not receive any special category personal information from Castleknock Golf Club Ltd.

**Consent:**

**Do we need your consent? When might we want your consent? Can you withdraw your consent?**

Castleknock Golf Men’s Club generally do not need your consent as already explained above because you are a member and we only use your data in the context of our legitimate club membership relationship. If you wish to withdraw any consent given you may do so at any time.

**Who do we share your personal information with?**

We share your information with other Men’s Club committee members, members, sub-committees, the ladies club, team managers, coaching staff and other persons appointed by us for the running of the Men’s Club.

**What protections are in place regarding third parties?**

On the rare occasion where we give your data to an unrelated third party, we do not permit any third-party service provider to use your personal information for their own purposes. They may only process your data for specified purposes according to our instructions. If we do this we will have a contract in place to assist us in protecting your data.

**Which countries outside of the European Economic Area do we transfer data to?**

Your data is not processed outside the EU.

**How do we secure your personal information?**

We have security measures in place to prevent your personal information from being lost, stolen, used in an unauthorised way, or inappropriately altered or disclosed. We will advise you and the regulator of any suspected data security breach in accordance with our legal obligations.

**How long do we retain your personal information?**

We will retain your personal information only for as long as is reasonably necessary to satisfy the purposes for which it was collected. When Castleknock Golf Club Ltd notify us that you are no longer a member we will delete your data within 30 days of such notification.

**What are your responsibilities?**

Please inform us if your personal information changes while you are a member of the Men’s Club. It is important that personal information we hold about you is accurate and current. If you do not wish to be a member of the Men’s Club write to Honorary Secretary per details below and we will delete your data.

**What are your individual rights?**

You have certain rights regarding your data and these are summarised below:

The right to be informed about your data, this policy informs you.

The right of access to your data: you can obtain a copy.

The right to rectification: correct your data if it is wrong.

The right to erasure (forgotten): to have your data deleted.

The right to portability of your data: transfer it in a commonly used software format.

The right to object to the processing of your data in certain circumstances.

The right not to be subject to automated decision making including profiling: you can request human intervention.

Further information can be obtained from the Data Protection Commissioner online at [www.gdprandyou.ie/](http://www.gdprandyou.ie/)

If you want to exercise any of these rights please apply in writing to: Honorary Secretary, Castleknock Golf Men’s Club, Porterstown Road, Dublin 15, or castleknockhonsec@gmail.com.

**Garrett Cooke Captain 2019**