

GDPR and Personal Data held by BDLGA

On May 25 2018, enhanced Data Protection regulation came into force, called The General Data Protection Regulation (GDPR). This lays out the controls that every organisation has to exercise over the personal data they hold, both on a computer and in hard copy form, and the rights of individuals in respect of that data.

As a non-profit making organisation, the BDLGA does not have to register with the Information Commissioner's Office, as long as we: -

- only process information necessary to establish or maintain membership
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it.
- only keep the information while the individual is a member or as long as necessary for member administration

We do not need to appoint a Data Protection Officer as our core activities do not 'consist of processing operations which require regular and systematic monitoring of data subjects on a large scale, or of special categories of data or data relating to criminal convictions and offences'. However, the Honorary Secretary will keep current with any legislation and monitor that the BDLGA is compliant.

The BDLGA does not share any data with any outside organisations except CONGU and England Golf for the results of the Harper Salver and only uses the data held to communicate with individuals and to organise the Alliance league, Scratch & Handicap Foursomes competitions and West of England mid-Amateur Open. All information is held securely on password-protected personal computers.

An Individual's Rights over their data held by BDLGA under GDPR

- the right to be informed - *the individual is made aware that the BDLGA holds personal data*
- the right of access- *the individual can be told what personal data is held*
- the right to rectification- *if incorrect the errors must be corrected*
- the right to erasure- *personal data must be deleted if a request is made by the individual, except in special circumstances where that data might be required.*
- the right to restrict processing – *which is unlikely to be relevant to the BDLGA.*
- the right to data portability - *individuals have a right to obtain and reuse their personal data for their own purposes across different services – again this is unlikely to be relevant to the BDLGA.*
- the right to object - *the individual can object to any personal data being held by BDLGA*
- the right not to be subject to automated decision-making including profiling- *not relevant to BDLGA data*

Anyone wishing to query any of their personal data held by the BDLGA should address their request marked 'Private and Confidential' to the Honorary Secretary and send to the BDLGA e-mail address – bdlga9@gmail.com. This e-mail address is password-protected and only accessed by the Honorary Secretary and the Results Co-ordinator. If you prefer, you can telephone the Honorary Secretary, who will give you an address to write to.

Data held by BDLGA on individuals is as follows:

Who	What	How long kept for, and how
Clubs' Ladies' and Team Captains	Names Phone numbers e-mail addresses	<p>Collected on forms provided at AGM. Entered onto Hon Sec's computer and circulation lists made. Circulated to all Ladies' & Team Captains for that year by e-mail.</p> <p>At the conclusion of the year, any paper lists held by the Alliance are securely destroyed and the computer circulation lists are overwritten with next year's details.</p> <p>The BDLGA requests that all Ladies' Captains and Team Captains who received these contact lists in order to be able to participate fully in the BDLGA activities should securely destroy these lists at the end of the year. They must not be sent on to other people who are not either Ladies' Captains or Team Captains.</p> <p>These data lists must not be kept for longer than is required for the normal activities of being involved in Alliance activities in the current year.</p>
'A teams' players	Names Handicaps	<p>Collected on club forms provided at the AGM and also e-mailed during the year if there are any changes to the A Teams.</p> <p>Retained for the year in which they are relevant, but once the final league results are published and the new league table agreed for the next season, all e-mails containing this information are deleted and any paper forms are securely destroyed.</p>
Harper Salver entrants	Names Addresses Phone Nos Email Addresses Golf Club Handicap & CDH Parents' contact details if under 18	<p>Details of entrants are put onto a spreadsheet by the Championship Secretary, which is password protected.</p> <p>Entry forms are retained for one year and then securely destroyed. The password-protected electronic spreadsheet is kept by the Competition Secretary as a record of the entrants.</p> <p>In order to administer the competition, the names are entered onto the HandicapMaster computer system at Bath Golf Club, which analyses the results and publishes them to CONGU.</p> <p>Names of winners and runners-up are entered onto the BDLGA Honours Board on the website for posterity. Names of the winners are sent to England Golf and are also sent to the local press for publication. Full results of the championship are retained by the Championship Secretary.</p>
Winners of prizes and trophies	Names Clubs Photos	<p>Photos of those collecting trophies for winning league divisions or for the highest points scored or holes-in-one are published on the website, along with their names and club names. These are superseded after the next AGM.</p> <p>Individual winners of trophies are retained on an electronic list held by the Hon Sec on a password-protected personal computer.</p>

