



Rathfarnham Golf Club – Privacy Policy

Rathfarnham Golf Club takes the privacy of Members and visitors very seriously and only uses the personal information provided to the Club to administer and regulate membership, and to provide the required facilities, services and products.

Information collected

The Club collects from Members and visitors only information required at its discretion for the purpose of the Club as stated in the Constitution.

In relation to employees the Club collects only the information required to fulfil the contractual relationship between the employee and the Club. This information is only shared with internal and external data processors and is available to external inspectors, auditors, etc.

How information is used

Joining as a Member or entering into a club or society event or open competition means the sharing of information with external and internal data processors (BRS, Handicap Master, ClubV1 etc.) Personal data is controlled internally by the Club's Data Protection Officer who adheres to the Club's internal data protection policies and procedures.

Marketing

Members have opted for the Club to be able to correspond with them regarding its activities, including events and competitions, by way of post, telephone, email and SMS. That data is not shared with external marketing companies. Members who have consented to this correspondence may opt out at any time.

Individual Rights

Individuals have the right to request a copy of the information held about them. A copy of this information may be requested by email info@rathfarnhamgolfclub.ie or by writing to the Data Controller at the Club.

To make sure that personal information is accurate and up to date, the Club is required to correct or erase information that is inaccurate.

At the time of collecting data an objection may be lodged with the Data Controller to the Club holding certain information.

The information in relation to a Member that the Club collects and holds may include:

First Name(s) & Surname	Home Address	Date of Birth
Home Phone	Business Phone	Mobile Phone
Date of Birth	Gender	Membership of other Organisations
Occupation	CDH Number	Membership of other Golf Clubs
Handicap & Playing Records	Relatives within the Club	Names of Proposer and Seconder
Annual Payment Schedule	Use of Bar & Food Club Card	

Information on activity by the Member within and on behalf of the Club.

Personal Information held on the Club's Website

www.rathfarnhamgolfclub.ie has a Members personal information section which is accessible only to Members of the Club by the process of logging on using their Membership Number and a self-generated password.

The personal information held on the Members' section of the website that is available to other Members is as follows:

Name	Telephone: Home/Work/Mobile	Email Address	CDH Number
------	-----------------------------	---------------	------------

Internal Use of Data

In order for the Club to provide facilities for Members and visitors, voluntary work is carried out by Members. In particular, for example, in order for the Club to set up, run and record competitions, select representative teams and organise golf and social events there are volunteer groups within the Club who fulfil these roles. Their access to information is strictly managed and only information relevant to their particular volunteer role is made available to them. The outcome of such activity is normally published on the Club's noticeboards and on the Club's website.

External Data Processors

The Club uses computer and cloud based software in order to administer membership services including the following software providers and their function:

Handicap Master	Competitions and handicap database
Golfnet	Golf Ireland handicap software
Master Scoreboard	Competition results application
ClubV1	Club membership database, billing and EPOS (electronic point of sale) software
BRS	Online and competitions booking database

Security

All IT Systems are protected and managed by an external IT company.

All PC's, laptops and touchscreens have restricted access protocols and/or are password protected.

Changes to the Policy

The Privacy Policy is kept under regular review and any updates are reported on the website. The Privacy Policy was last updated on 30 September 2021.