



GATLEY GOLF CLUB [GATLEY GOLF CLUB LTD]

REGISTERED OFFICE: Waterfall Farm, Styal Road, Heald Green, Cheadle, Cheshire SK8 3TW

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Captain: M C Coffey, **Secretary:** G A Griffiths, **Treasurer:** J A Ormiston

DATA PROTECTION POLICY

OVERVIEW

GGC will ensure that its policy for data protection is used as the basis for collecting, storing, accessing, sharing and deleting personal data. GGC will use the General Data Protection Regulations (GDPR) May 2017 as the benchmark for its standard for protecting personal data. The GGC will ensure that personal data is protected and kept safely and securely.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully and cover all the rights individuals have including how personal data is deleted and destroyed.

GGC staffs or others who process or use personal information must ensure that they follow these principles at all times.

The nominated person to oversee the implementation of the policy should be the Honorary Secretary.

OBJECTIVES

To ensure that decision makers and key people within the organisation comply with the statutory changes to GDPR.

To ensure that there will regular review and audits of the information to ensure that GGC continues to meet statutory requirements of GDPR.

To define that data collection, data handling, data storage and data disposal procedures are in line with GDPR and cover all the rights individuals have including how personal data is deleted and destroyed.

STRATEGIES

The processing of personal data will be carried out on a lawful basis and in line with GDPR guidance.

Where data access is requested, GGC consent is required and GGC will process the request in a manner that meets GDPR standards

Any data request will be considered on the basis that: it is required for a specific and lawful purpose and be adequate and relevant.

www.gatleygolfclub.com

Directors: M J Coffey, P N Stiles, G A Griffiths, J A Ormiston, R McManus

Where there is data breach the procedures used to detect report and investigate it will meet the requirements of GDPR. Any data breach will be reported to Council at the earliest possible time.

GENERAL

The GGC as a body corporate is the Data Controller under the GDPR Act, and the Council are therefore ultimately responsible for implementation.

However, the Honorary Secretary will deal with day to day matters.

STATUS OF THIS POLICY

This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the GGC from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

Any member or other individual who considers that the Policy has not been followed in respect of personal data about himself or herself should raise the matter with the Honorary Secretary.

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Published: 24 May 2018 by G A Griffiths, Honorary Secretary