

## **ARMY GOLF PRIVACY POLICY**

The Army Golf Association Data Controller is the Army Sports Control Board (ASCB). The ASCB Data Protection Manager (DPM) address is:

Data Protection Manager  
Army Sports Control Board  
Mackenzie Building  
Fox Lines  
Queens Avenue  
Aldershot  
GU11 2LB

This privacy policy sets out how Army Golf uses and protects any information that you give when you use the Army Golf website and register for events.

Army Golf is committed to ensuring that your privacy is protected. You may be required to provide certain information by which you can be identified when using this website or when registering for events, when this is necessary you can be assured that it will only be used in accordance with this privacy statement. Failure to provide this information will result in individuals being unable to enter Army Golf Association run events.

### **What we collect**

We may collect the following information:

- Number, rank, name and job title.
- Contact information including email address.

Players – In order to ensure we enter individuals into the correct category of competition and to ensure that the Secretary and Team Managers can contact players with regards to competition entry and to keep players updated with information for competition administration.

Corps Secretaries/Team Managers – These individuals are the conduits to all players at both Army/Corps level and Grassroots. Details held are only those required to allow contact no personal addresses will be held and unless requested e-mail addresses will normally be work e-mail addresses.

### **What we do with the information we gather**

We require this information to run events and in particular for the following reasons:

- Record keeping.
- With your consent we may periodically send emails about competitions and events which we think you may find interesting using the email address which you have provided.
- With your consent from time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail.

### **How long do we retain this information?**

With the exception of the results this information will be held for 12 Months at the 12 month point it will be destroyed. The results obtained from events will be held in perpetuity as an historical record of the events.

Certain information collected will be anonymized and retained to assist the Association with future delivery of the sport. At no stage will your DOB, email addresses and telephone numbers be kept beyond the prescribed 12 months with the exception of Corps and Regional Secretaries whose details will be held for the period they hold that appointment and then destroyed on change of holder.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and in paper format.

## **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Links to other websites**

The Army Golf website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

Army Golf will never sell your personal information to third parties. Your personal information will never be distributed to third parties unless Army Golf are required by law to do so. With your prior consent Army Golf may use your personal information to send you promotional information about third parties which we think you may find interesting.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you write to:

Secretary Army Golf  
Army Sports Control Board  
Mackenzie Building  
Fox Lines  
Queens Avenue  
Aldershot  
GU11 2LB

You have the right to rectification, erasure, restriction and objection. If you believe that any information we are holding on you is incorrect or incomplete or you wish it to be erased write to or email Army Golf at the above address. We will promptly take any corrective action required. If you wish to complain you have the right to lodge a complaint with the Information Commissioner's Office (see link below).

<https://ico.org.uk/for-the-public/>