



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR HASTE HILL AND UXBRIDGE PUBLIC GOLF COURSES

Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you "personal data" which it needs to process for the purpose of providing Golf Courses Services. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Notice at:
www.hillingdon.gov.uk/privacy

What personal data do we hold

The types of data we hold, and process will typically include:

- Your contact details, including name, address, date of birth, email and phone number
- The names, addresses, age and contact details for other parties in your group booking.

In addition, we hold and process the following:

- Booking details including date and time of play / hire
- Names of groups / clubs you are affiliated to
- HillingdonFirst card number
- Information obtained to consider a discount / hire. This can include a driving license or passport
- Fees and charges you have paid or that are outstanding
- Bank account details for season ticket direct debit purposes only
- Health information to deal with queries relating to suspension of season tickets

Where we obtain data from

The data is obtained from you, directly or indirectly, through your booking party and online booking.

What is our purpose for processing your personal data

- To provide services of golf tee bookings, hire, season tickets and dedicated events for the golf courses
- To collect statistics on use and ensure policies and guidelines are being adhered to
- To guarantee pre-payment before use
- To enable us to contact you, in the event of an emergency, course closure or restriction, maintenance programme or a change to your booking
- To levy, collect and recover season ticket payments
- To advertise and market exclusive golf offers
- To grant discounts in relation to age related green fees, season tickets and hire

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data

- We have obtained your freely given and specific consent and have informed you that you have the right to withdraw it at any time
- We need it to perform a task in the public interest
- We need it to perform a contract between the Council and yourself

What we do if your personal data is sensitive

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

For how long will we hold your personal data

We will only keep your personal data for as long as we need to, in order to fulfil the purposes for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period to comply with our legal and regulatory obligations.

Organisations that we may share your personal data with

Typically, the organisations we share your data with are:

- BRS Golf Limited/GolfNow, LLC/NBC Universal and their privacy notice can be found at www.nbcuniversal.com/privacy. They share information with third parties, which may process personal data in the United States. This includes processing the golfer's name and email address to enable golfers to receive a confirmation of their booking.
- Financial organisations for season ticket purposes, including banking organisations and debt collection

Internal sharing of data

We may share some of your data with other services within the London Borough of Hillingdon. This includes Corporate Debit for season ticket purchases, Corporate Communications for marketing purposes, Complaints and Enquiries.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer in very limited circumstances erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights, please contact Haste Hill Public Golf Course. The contact details are below.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact hastehillgc@hillingdon.gov.uk for further information.

London Borough of Hillingdon
Resident Services
Haste Hill Public Golf Course
The Drive, Northwood
Middlesex, HA6 1HN
Telephone: 01895 250777

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Data Protection Officer
Legal Services
Civic Centre
High Street
Uxbridge
UB8 1UW

Email: DPO@hillingdon.gov.uk