

## **PRIVACY POLICY**

The Professional Golfers' Association of Belgium considers that protecting the personal information on its members is extremely important and therefore we acknowledge that you have an interest in how we collect, use and share such information. For that reason we have prepared this statement, the intention of which is to inform you of how we use and protect that information.

### **Our Principles:**

1. To ensure that data is obtained and processed fairly and lawfully.
2. To keep and process personal information only for legitimate purposes outlined in this document.
3. Not to disclose personal information without the permission of the individual to which it relates except in limited circumstances as permitted, or required by law. We may share information with third parties, i.e. PGA Corporate Partners, in order to pursue legitimate interests of PGA Members.
4. To maintain appropriate procedures to ensure that personal information we hold is accurate and up to date.
5. Where we choose to have certain services provided by third parties, we will do so in accordance with current legislation and will take all reasonable steps to ensure that the practices employed by that provider protect personal information.
6. To maintain the technical and organisational safeguards to protect personal information against theft, loss, unauthorised access, disclosure, copying, use or modification.
7. Not to sell personal information.
8. Personal information will not be kept for any longer than is necessary to keep within the legitimate requirements of the PGA of Belgium, or legal statutory requirements.
9. To undertake not to transfer personal data outside the European economic area without ensuring adequate security and protection systems are in place.

### **The Sharing Of Information:**

We may share Members' contact information for marketing purposes with legitimate third party organisations. Contact by these carefully selected groups may be by post, telephone or e-mail.

If you do not wish to receive these marketing approaches then please write to the Chief Executive at PGA Headquarters, Dahliadreef 2, 8300 Knokke-Heist

### **The Data Controller**

The PGA of Belgium is the Data Controller.

### **What Information Is Stored:**

Information held about a Member will include:

Contact details (home and work), Mobile number, e-mail address, language, gender, birthday, VAT number, bank number, employment history, tournament history, bank account information, details of any disciplinary matters, qualifications, annual Seminar attendance record, CPD Points/Classification, Advanced Programme Assignment marks and prior learning accreditation information (where provided);

Any Child Protection Information: including complaints, investigative and proceedings information. This information will not be stored on the computerised database, but will be paper-based and kept securely by the PGA of Belgium and will only be made available to bona fide investigating officers including the Police and/or Social Services.

### **What The Information Is Used For:**

The information is used for membership administration purposes: including collection of subscriptions and the mailing out of the Members e-mail newsletters, administration of education and training programmes and records, processing of disciplinary actions and investigations, provision of references and press and PR purposes.

### **Where The Information Is Stored:**

All Membership records are securely stored within the PGA of Belgium; manual records are kept in filing cabinets and computer held records are password controlled.

### **How Long The Information Will Be Kept:**

Information pertinent to current Members is retained on record for an indefinite period to enable suitable references to be offered, e.g. for press/PR matters and employment issues when appropriate, and with records being archived after a Member has resigned or died. Records maintained for this purpose will include last known address, date of registration, date of election to membership and total years of membership with other relevant records describing the member's history of membership.

### **Who Has Access To The Data:**

All relevant administration and executive staff have access to the data; this is by way of a specific user name and password that allows the member of staff access to the database.

The Data Protection Act provides for you to have access to your own personal information. On submission of a written request to the Chief Executive you will be supplied with a copy of the personal data from your personal file. The Association undertakes to respond to such requests within 40 days. The PGA of Belgium can charge up to €15 (to cover administration costs) for each request. There are exceptions to right of access; these include confidential references or any item protected by professional privilege (e.g. correspondence with a solicitor).

### **Who Discloses The Information And To Whom:**

PGA Staff will use the information for the legitimate purpose of promoting the game of golf in Belgium or for National events and to this extent we will disclose your contact details to PGA Officers and other bona fide golfing organisations. Personal Information contained in the database will not be sold to third parties.

We may share your contact information for marketing purposes with legitimate third party

organisations who are involved with and/or support the Association. Contact by these carefully selected groups may be by post, telephone, fax or e-mail.

If you do not wish to receive these marketing approaches then please write to the Chief Executive at PGA Headquarters, Dahliadreef 2, 8300 Knokke-Heist.

Results of events/tournaments may be published in the press, PGA newsletters and/or on the PGA website.

As a professional body the PGA of Belgium takes the protection of personal information seriously. The information we hold on you will be used solely for the purposes outlined in this document. Information will not be sold to third parties.

### **Third Parties**

Data of Amateurs (Federal number) playing in PGA events are stored in the database of our Tournament Administration Tool providers i-golf and GolfBox. No information other than results are stored on PGA computers.

Portrait rights at PGA events are by default assigned to the PGA. If you do not wish that pictures, video, etc. are used on social media, please contact the Tournament Director on site at registration.