

## Information Notice for Members

The British and International Golf Greenkeepers Association Ltd (BIGGA) is a membership association committed to the continual professional development of its members, working with the leading bodies in golf for the good of the game.

This Information Notice describes how BIGGA collects, uses and discloses information, and what choices you have with respect to the information.

When we refer to “BIGGA”, we mean the BIGGA entity that acts as the data controller of your information.

### **How will we use the information about you?**

We collect information from you to process and manage your membership. The following information about you is lawfully processed for the ‘legitimate interest’ of both you and BIGGA in order to provide you with member services:

- By joining BIGGA, your personal data will be used for the purposes of processing, administering and updating your membership. This includes but is not limited to; being sent mailings that are pertinent to your membership, member benefit information, renewal notifications and updates from BIGGA. These communications form an integral part of your membership package. Mailings from BIGGA may sometimes include advertising from our trusted Industry Partners and Supporters.
- Data will be shared with Xact (Health & Safety provider) to enable them to create your user account (full members only)
- Data is sent monthly to our publishers to enable distribution of Greenkeeper International each month.
- We use the information collected from your application form to personalise your repeat visits to the members area of the BIGGA website.
- Apprentice member data is processed and passed from The Greenkeepers Training Committee (The GTC) to BIGGA to enable the membership to be created for the apprentice.
- By applying for events, your data will be used for the processing and administering of the event.
- When you apply for events such as Toro Student Greenkeeper of the Year, FTMI or the TPC Sawgrass support team, your details will be shared with the company that is sponsoring the event. The companies will be sent your name, address, email address and mobile telephone number. BIGGA will also store this data securely within the membership database (CRM)
- We will not share your information for marketing purposes with any third-party companies, if you opt in to receive marketing communications, these are sent by BIGGA on behalf of the third party. The emails are managed and distributed by BIGGA.

### **Data Retention**

Data will only be kept by BIGGA for the purposes it has been collected for. For specific data retention times, please see our data retention document which is available on request.

## Security

BIGGA takes security of data very seriously. BIGGA will take all reasonable means to protect data from loss, misuse, and unauthorised access or disclosure.

## Changes to This Information Notice

BIGGA may change this Information Notice from time to time. Laws, regulations and industry standards evolve, which may make those changes necessary, or we may make changes to our business. We will post the changes to the BIGGA website and encourage you to review our Information Notice to stay informed. If we make changes that materially alter your privacy rights, BIGGA will provide additional notice via email or the BIGGA website.

## Data Protection - Responsible Person

BIGGA does not have an appointed Data Protection Officer. However, to communicate with the person responsible for data protection, please email [dpo@bigga.co.uk](mailto:dpo@bigga.co.uk)

## Your Rights

Individuals have certain statutory rights in relation to their personal data. Subject to any exemptions provided by law, you have the right to request access to Information, object to processing, restrict processing, as well as to seek to update, delete or correct this Information. You can usually do this by using the tools provided in the members area of the BIGGA website. If you are unable to change your details, contact the BIGGA Membership team: [membership@bigga.co.uk](mailto:membership@bigga.co.uk) or telephone 01347 833800.

If you are concerned about how your data has been handled, please contact [dpo@bigga.co.uk](mailto:dpo@bigga.co.uk) or telephone 01347 833800. You also have the right to complain to the Information Commissioners Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).

## Data Breach

In the event of a data breach, we shall ensure that our obligations under The GDPR are complied with where necessary and in accordance with BIGGA's Data Breach Policy. Where there has been a breach of your information, we will let you know.

## Contacting BIGGA

Please feel free to contact BIGGA if you have any questions about this Information Notice or BIGGA's practices, or if you are seeking to exercise any of your statutory rights. You may contact us at [dpo@bigga.co.uk](mailto:dpo@bigga.co.uk) or at our mailing address.