

British and International Golf Greenkeepers Association Ltd.



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

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 or telephone 01347 833800 option 1.

If you are concerned about how your data has been handled, please contact dpo@bigga.co.uk or telephone 01347 833830. You also have the right to complain to the Information Commissioners Office (ICO) at 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 or at our mailing address.



2. BIGGA Data Retention and Destruction

The following document is to be used in conjunction with the BIGGA Information Notice and Internal Staff Procedure.

Under the GDPR, BIGGA have to have a purpose and reason for retaining data. Once the purpose or the reason is no longer valid, the personal data must be destroyed.

The following list is not exhaustive, if you gather and retain data that is not listed, please discuss with your line manager how long the data needs to be kept for and inform Deb Burnett so the procedure can be updated.

Learning & Development

| <i>Data</i> | <i>How Data is Stored</i> | <i>Retention period/Destroy</i> | <i>Comments</i> |
|--------------------------------------|---------------------------|--|--|
| Student of the Year | Electronic & paper | Keep data for 2 years then shred/delete | |
| Master Greenkeeper records | Electronic & paper | Keep indefinitely | Required for reference |
| Scholarship applications | Electronic & paper | Keep indefinitely | Used for reports to sponsors |
| FTMI applications | Electronic | Keep indefinitely | Required for reference |
| ICL scholarship applications | Electronic | Keep indefinitely | Required for reference |
| Continue to Learn member data | Electronic & paper | Destroy after 1 year | |
| Continue to Learn Speaker Agreements | Electronic | Kept indefinitely | Used for future C2L contact. Stored on password protected laptop |
| Member payment details | Electronic & paper | Shred once payment is successfully processed | |
| Continue to Learn Scan Records | Electronic | Destroy after 5 years. Data used for trending purposes | Data gathered from event registration company |