

## St Regulus Ladies' Golf Club



### Security Policy for Personal Data and Club Website

#### General Statement of Policy

1. St Regulus Ladies' Golf Club will, so far as is reasonably practicable, protect the privacy and personal data of all club members including that available on the club website.

#### Statement of Responsibilities

2. The overall responsibility for data protection and web security lies with the Captain.
3. The day-to-day responsibility for handling and securing the personal data of club members is delegated to the Club Administrator.
4. The day-to-day responsibility of ensuring conformance to this policy in respect of the club's website is delegated to the Club Website Administrator.
5. All club members must report any data protection or web security concerns to the Captain.

#### Data Protection and Privacy

6. The club will hold only the personal data required to maintain the membership and handicap records of club members.
7. The Handicap Secretary may be required to supply to official golfing bodies such as the Scottish Ladies Golf Association details of members and their handicaps. All other information passed on to other organisations such as The St Andrews Links Trust will not identify individuals and will either be anonymised or provided as statistical information.

8. The club will protect the personal data it holds by:
  - a. Installing a firewall and virus-checking its computers.
  - b. Only allowing access to the data by the Club Administrator and other Committee Members who need access to do their job. A “strong” password will be used and changed regularly.
  - c. Taking regular back-ups of the information on the computers and keeping them in a separate place.
  - d. Securely removing all personal information before disposing of old computers (by using technology or destroying the hard disk).
  - e. Sending emails to recipients without revealing their address to other recipients.
  - f. Shredding all confidential paper waste.
  - g. Retaining all paper records in lockable cabinets.

### **Club Website Security**

9. Our statement of general policy is:
  - a. To ensure that any information publicly available on the website
    - Does not contain personal data of members or non-members without their or their guardians’ consent; and
    - Does not pose any risks to persons or property associated with the club;
  - b. To provide reasonable protection (such as “strong” passwords) over any data available on the website that may be considered personal or sensitive;
  - c. To promptly act on any concerns raised by club members regarding information available on the club website.
10. Only those members who are authorised to do so by the Captain may carry out work on the website. Induction, information and appropriate training will be provided by the Website Administrator to such members.

### **Policy Review**

11. The club will review and revise this policy as necessary at regular intervals and at least every three years.

**Captain**  
**St Regulus Ladies’ Golf Club**

*Approved: July 2011*  
*Review due: July 2014*