



## PRIVACY POLICY NOTICE

*Wellsgreen Golf Range (WGR & R Ltd) will be what's known as the "Controller" of the personal data you provide us with. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address (when required), email address and contact telephone number.*

### **WHY WE NEED YOUR INFORMATION**

We need to know your basic personal data in order to provide you with a service. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

**Customer orders**

**Table reservations**

**Lessons booked**

**Junior Golf Classes**

**To provide updates of Wellsgreen offers and information** (This is only if you have opted for this information) You can subscribe on our website and unsubscribe at any time.

We will never share your personal data .

### **WHAT WE DO WITH YOUR DATA**

All the personal data we process is only processed by our staff.

No 3<sup>rd</sup> parties have access to your personal data.

We have a Data Protection Procedure in place to oversee the effective and secure processing of your personal data.

### **HOW LONG WE KEEP YOUR DATA**

We will not retain your basic personal data for any longer than is necessary, after which time it will be destroyed. Order book? Calendar? The information you have supplied for opt in marketing purposes will kept until you notify us that you no longer wish to receive this information. We have a well managed Data Retention Plan in place. New members of staff are trained in this procedure.

### **WHAT ARE YOUR RIGHTS**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted.

IF YOU WISH TO RAISE A COMPLAINT on how we have handled your data, you can contact us to have the matter investigated. Contact [stewart@wellsgreen.co.uk](mailto:stewart@wellsgreen.co.uk) or [shona@wellsgreen.co.uk](mailto:shona@wellsgreen.co.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioners Office <https://ico.org.uk/>