**Private Policy – (GDPR)**

**Introduction**

Privacy is an important responsibility, for which we do not take lightly. Please read the private policy carefully as it explains how we use, collect and store information that is subject to the general data protection regulation(GDPR). If you have any further questions about our privacy practices. Please contact me on the information provided on the website.

**Who we are?**

**Data Controller: Peter Sefton**

**M:** 07916 326820   
**E:** psefton@hotmail.co.uk

We will collect and store the information you give us. You may use this website to contact us via email or phone. When you email us using the website, we ask you for contact information and useful comments

**How do we use personal information?**

We use your personal contact information to diarise or make changes to lessons and events. We may also contact you to discuss potential services, we will be providing or for information consent such as permission for testimonials. We may use your Personal Data internally to help us improve our services and to help resolve any problems.

**What legal basis do we have for processing your personal data?**

Under Data protection laws we can only use your personal information if we have a reason to do so. This falls under the consent condition as any information received is provided by you with clear instructions for a specific purpose.

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| --- | --- |
| **Use of Information** | **Reasons** |
| To provide services to you | To offer our services for compensation |
| Manage our diary | To include you in and manage our services in a timely order. |
| Create bookings | To arrange a time to offer our services to you. |
| Contact information. | Discuss the services we are offering and to make any changes to the current services already offered. |
| Comments | We can use any comments made to improve the service we provide you. |
| Questions | To add to our FAQ section of our website. |
| Testimonials | With your consent and support. To further generate business through customer satisfaction. |

**Opt out**

If you do not require our services and wish for any data between the two parties to be erased. please e-mail us at E: psefton@hotmail.co.uk

**When do we share personal data?**

We do not sell your data. But your Information is shared with Crown Golf for lesson Diaries, bookings and testimonials.

Your information will be entered into the Crown Golf diary and bookings system. Testimonials will be on request and the consumer will be asked for permission to use the testimonial that has been provided by them.

Your information will not be shared outside of the UK by Peter Sefton Golf

**Where do we store and process personal data?**

The information Will be processed and stored on the crown golf computer system and held by the instructor to plan for the services provided.

**How do we secure personal data?**

All data is entered on password protected technology and can only be seen and used by Peter Sefton and Crown Golf employees who have the adequate clearance.

Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

**How long do we keep your personal data for?**

As long as our services are being used on a regular basis. your information will be kept in secure technologies with restricted access.

We will not keep your information longer than necessary in accordance to the GDPR If our services are no longer in use after the period of 24 months. Your information will be permanently removed.

If information will be removed and permanently deleted on request at any time.

**Your rights in relation to personal data**

The subject can request the following:

* To see information, we are holding on them at any point relevant to them.
* To correct or delete any information he or she should choose.
* withdraw consent to process their data at any point.
* Be informed how the data is being used.
* Object to how your data is processed in certain circumstances.
* Lodge a complaint with Information Commissioner’s Office (ICO)

The subject must give reasonable time for requests to be carried out. The maximum time will be 1 month. However, we aim to have all requests carried out within 2 weeks.

**How to Complain**

Please Contact Peter Sefton to make a complaint. However, should you wish to move further, you have the right to lodge a complaint with the Information Commissioner’s Office(ICO). They can be contact at <https://ico.org.uk/concerns> or telephone: 0303 123 1113.

**Use of cookies and other technologies**

We currently do not use cookies

**Information to note**

This privacy policy was published on 24 July 2018 and last updated on 24 July 2018.

We may change this policy from time to time.