

The Greenkeepers Training Committee Ltd.



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Information Notice

The Greenkeepers Training Committee Ltd. (The GTC) is the independent organisation representing British golf club employers and greenkeepers through a Board of Directors, Advisory Groups and two full-time employees. The GTC supports employers and greenkeepers through improving and promoting quality training and education.

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

When we refer to "The GTC", we mean The GTC entity that acts as the controller or processor of your information.

How will we use the information about you?

If you are taking the Level 2 Certificate in Golf Greenkeeping 0143

The GTC collects information from individuals enrolled on the Golf Greenkeeping Apprenticeship. This is to enable The GTC to contact them during their apprenticeship, to discuss how they are getting on and to help us ensure the quality of their apprenticeship. To do so, The GTC require contact information from you and your employer, as well as your City & Guilds registration details from your Training Provider for the purposes of processing your BIGGA apprentice membership and to quality assure the Golf Greenkeeper Apprenticeship. We collect this information by sending you a student information form to complete and return to us.

The Golf Greenkeeper Apprenticeship Standard states:

"This standard is recognised by the British & International Golf Greenkeepers Association Ltd. (BIGGA), the Professional Body for Greenkeepers. At the start of the apprenticeship the apprentice will be registered with BIGGA. Upon completion of this standard the apprentice will be eligible to join BIGGA as a full member and become a BIGGA accredited Greenkeeper."

This means The GTC will pass the information collected on the student information form to BIGGA, who will provide you with the apprentice membership. BIGGA will assume the role of Data Controller and the BIGGA Information Notice can be found at www.bigga.org.uk/terms-conditions.html. **Please note:** BIGGA cannot create your membership without this information.

We will be contacting apprentices enrolled on the Golf Greenkeeper Apprenticeship and also their employers to gain feedback about the course.

If you contact The GTC

In respect of personal information, you provide to us by phone, email or when you use the website, we are the Data Controller of your personal data as defined in the GDPR legislation and we have a legal duty to make sure the information we hold about you is kept secure and is accurate and relevant. You can find out more about GDPR on the Information Commissioner's Office (ICO) website www.ico.org.uk.

The information you provide will not be used for any other purposes.

We will not share your information for marketing purposes with any third party companies.

Data Retention

Data will only be kept by The GTC 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

The GTC takes security of data very seriously. The GTC will protect information you provide from loss, misuse, and unauthorized access or disclosure. These steps take into account the sensitivity of the information we collect, process and store, and the current state of technology. If we have to transfer data to a third party we will do all we can to protect the data whilst in transit, using sensible practices, practical technologies and processes.

Changes to This Information Notice

The GTC 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 this page and encourage you to review our Information Notice to stay informed. If we make changes that materially alter your privacy rights, The GTC will provide additional notice via email or The GTC website.

Data Protection Officer

To communicate with the member of staff responsible for data protection please email: golf@the-gtc.co.uk

Your Rights

Individuals have certain statutory rights in relation to their personal data. Subject to any exemptions provided by the 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.

If you are concerned about how your data has been handled or wish to change your details, please contact The GTC at: golf@the-gtc.co.uk or telephone 01347 838640.

You also have the right to complain to the Information Commissioners Office (ICO) at www.ico.org.uk.

Contacting The GTC

Please feel free to contact The GTC if you have any questions about this Information Notice or The GTC's practices, or if you are seeking to exercise any of your statutory rights. You may contact us at golf@the-gtc.co.uk or at our mailing address.