

Getting started

Showcase Website
Example
Privacy Policy

Example Privacy Policy

Disclaimer...

Disclaimer

This document is intended for guidance only and First Degree @ LTD accepts no liability for the Terms & Conditions set out by you and any issues that may arise from it. We strongly recommend that you take the time to prepare your own terms and conditions and take additional guidance from the appropriate experts on this matter.

Example Privacy Policy

Section 1 & 2...

Section 1

1. Privacy Policy Statement

(ENTER BUSINESS NAME) treats the privacy of our visitors with the highest importance. This policy details the measures we take to preserving and safely guarding your privacy when you visit or communicate with our site or personnel.

Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement. We may change this policy from time to time by updating this page. You should check this page to ensure that you are happy with any changes.

We want to make our Privacy Policy simpler and easier for you to understand which is why we have come up with some common FAQ's below. For further information, you can ready our full privacy policy below this section.

Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

Section 2

2. Example FAQ's

How often do you anticipate updating your privacy statement?

We will update our privacy statement as necessary to ensure that our policies are in line with international regulations, our product and business practices.

Do you sell data with third parties?

No. We will never sell your data with third parties.

Can I change the personal information I share with you?

Yes, you can change any of the information you share with us. You can do this in a number of ways, firstly by contacting the Academy directly by email or phone. You should do this by using the contact form on our website. Alternatively, you can change your preferences on any email or SMS alert you may receive. For those of you with 'MyLocker' accounts, you can change your personal information by logging in and using the personal details section.

How do I delete my personal data from your website and data systems?

You can always send us an email or contact us via phone and request that your data be deleted. You should do this by using the contact us form on our website. You can also unsubscribe or opt out by using the tools on any email or SMS alert you may receive. You can also delete your account on the 'My Locker' section of the website if applicable.

3.

Example Privacy Policy

Section 2 cont...

Section 2 cont...

Do I get the choice over whether I receive marketing information?

Yes, absolutely. One of the new changes in the data protection laws is the requirement for you to positively opt in to receive marketing information. We will never use your information for the purpose of marketing unless you have consented to receive this information from us and this will be made clear to you on any contact form or area where you submit personal information.

How will you use my personal data?

Where consent has been given, we may use your personal information for the purpose of marketing to you. We will never share this information with third parties. As per our terms and conditions, we may use your personal information to contact you in relation to lesson bookings, purchases or enquiries that make up a contract for services between both parties.

How long do you keep my personal data?

We retain personal data for as long as necessary to provide services and fulfil transactions you have requested, or for other essential purposes such as complying with our legal obligations, and resolving disputes and enforcing our agreements. As such the length of time we will keep personal data will vary but we will not keep your personal data for longer than is necessary.

How is information stored and secured?

We are committed to protecting the security of your personal data. We use a variety of security technologies and procedures to help protect your personal data from unauthorised access, use or disclosure. Any information submitted online is stored on encrypted platforms and any information that is submitted via a physical form is stored securely and safely. Our website is provided under license by First Degree Golf Solutions, a trading name of First Degree @ LTD. For information related to the storage of personal data, please contact support@firstdegree.golf.

If I make a payment online for a lesson, class or store purchase, do you store payment information?

No, we use a payment integration through Stripe. When making an online payment through our booking system or coaching store, we do not store any your payment information & thus cannot see any of this information. For further information, please contact First Degree Golf Solutions on support@Firstdegree.golf.

What safeguards are in place for children who may use your website or take lessons at the Academy?

We do not target children for the purpose of marketing and will never market to a child under the age of 18. Although visitors of all ages may navigate through our website, we do not intentionally collect personal information from those under the age of 18. If, following a notification by a parent or guardian, or discovery by other means, a child under 18 has been improperly registered on this site by using false information, we will cancel the child's account and delete the child's personal information from our records. We are required by law, to store certain information such as medical records for those children who are attending lessons at the academy. This information is stored securely and we will keep this information on record for 2 years from the date of the child's last lesson at the Academy.

Example Privacy Policy

Section 3, 4 & 5...

Section 3

3. Business Information

- Registration number: (ENTER COMPANY REGISTRATION NUMBER)
- VAT registration: (ENTER VAT NUMBER)
- Address: (ENTER REGISTERED BUSINESS ADDRESS)
- Contact Number: (ENTER CONTACT NUMBER)
- Email: (ENTER CONTACT EMAIL)

Section 4

4. Controller and Data Protection Officer

- (ENTER BUSINESS NAME HERE) is the 'Controller' of your data meaning we determines the purposes and means of processing any personal data.
- Although, not necessary due to the size and type of business we operate. We have appointed a Data Protection officer. Our Data protection officer is – (ENTER NAME). Details for contacting our data protection office are listed below:
- Address: (ENTER REGISTERED BUSINESS ADDRESS)
- Contact Number: (ENTER CONTACT NUMBER)
- Email: (ENTER CONTACT EMAIL)

Section 5

5. Information we collect

- Operation of this site may require collection and processing of the following data:
 - Information given to us when you contact us for any reason through a contact form
 - Data received through our Newsletter Sign Ups.
 - Data received through Store Purchases.
 - Data received through Account registrations.
 - Data received through the Online Booking System.

Example Privacy Policy

Section 6 & 7.

Section 6

6. What we do with the information we gather and what is its purpose?

- We require this information to understand your needs, provide you with a better service, and to communicate with you effectively and also in particular for the following reasons:
 - Internal record keeping.
 - We may use the information to improve our products and services.
 - We may send marketing promotions about new products, special offers or other information which we think you may find interesting. We will only send you information you have 'positively opted in' to receiving and by the mediums that you have given permission for.
 - In certain cases, we may need to use your information to handle and resolve legal disputes, for regulatory investigations and compliance.
 - We may use your personal information for the detection and prevention of fraud and other illegal or unwanted activities.
- We may also use your information to communicate with you in respect of the contract for services that you may have entered into. Purchasing a product through our store or using our online booking system for instance creates a commitment between both parties, which may require contact or use of your information in order to uphold this commitment. These are covered in our Terms and Conditions.

Section 7

7. Information Sharing & Our Data Processors

We will never sell your information with third parties. A processor; is responsible for processing personal data on behalf of a controller. We work with the following processors:

- Mailchimp – For the purpose of sending marketing campaigns via email.
- First Degree Golf Solutions/ GLF Locker - We used an integrated software system and website provided under license by First Degree @ LTD and Orbis Golf LTD to manage its online locker system, booking system and store.
- Stripe – We used Stripe for processing payments through our Online Store and Booking System.
- Coaches – We have coaches which operate at the Academy and as such they have access to your personal data where necessary to fulfil obligations in relation to lesson purchases, bookings or enquiries. These coaches operate under our Privacy Policy.

Example Privacy Policy

Section 8, 9, 10 & 11...

Section 8

8. Third Party Links

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website.

Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Section 9

9. First Degree Golf Solutions

- We use a website and integrated software system provided under license to us by First Degree Golf Solutions, a trading name of First Degree @LTD and GLF Locker, a trading name of Orbis Golf LTD. Use of this is governed by this privacy policy and the privacy policy of First Degree @ LTD. For further information, please email support@firstdegree.golf

Section 10

10. International transfers of your personal information

We do not transfer your personal information to international third parties.

Section 11

11. Controlling your personal information

You can change any of the information you share with us. You can do this in a number of ways, firstly by contacting us directly by email or phone. You should do this by using the contact form on our website. Alternatively, you can change your preferences on any email you receive from us. For those of you with online accounts through the integrated software system, you

Example Privacy Policy

Section 12, 13, 14 & 15...

Section 12

12. Retention of data

We retain personal data for as long as necessary to provide services and fulfil transactions you have requested, or for other essential purposes such as complying with our legal obligations, and resolving disputes and enforcing our agreements. As such the length of time we will keep personal data will vary but we will not keep your personal data for longer than is necessary.

Section 13

13. Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

However, as you know, transmission of data on the internet is never guaranteed regarding safety. It is impossible to guarantee your safety with electronic data and transmission. You are therefore at your own risk if you elect to transmit any data. The integrated software system is password protected but you are responsible for keeping it confidential. For more information relating to the storage and security of your personal information you submit on the integrated software system, please contact support@Firstdegree.golf.

can change your personal information by logging in and using the personal details section in the top section of the locker.

Section 14

14. Changes to this policy

We reserve the right, at our sole discretion, to modify, add or remove sections of this privacy policy at any time and we may change this policy from time to time by updating this page. You should check this page to ensure that you are happy with any changes.

Section 15

15. Contacting us

We welcome any queries or requests you may have regarding this Privacy Policy. Please do not hesitate and feel free to contact us using the contact form provided on the 'contact us' page.

To contact First Degree Golf Solutions, please email support@firstdegree.golf
Further information about Data Protection can be obtained from the Information Commissioner's Office at the ICO web site www.ico.org.uk.

POWERED BY

first^o
GOLF SOLUTIONS

IN PARTNERSHIP WITH

GLF.LOCKER