



## **ARCHERFIELD PRIVACY POLICY**

Archerfield are committed to safeguarding your privacy and data. This policy sets out how we will treat (collect, use, share) your personal data collected on this website.

We gather and use certain information about individuals in order to offer certain products and services as well as enable certain functions on this website.

We also collect information to better understand how visitors use this website and to present timely, relevant information to them.

### 1. What information do we collect?

We may collect, store and use the following kinds of personal data:

- information that you provide to us for the purpose of registering with us (including name, email address, contact numbers, and postal address)
- information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters

Any other information that you choose to send to us.

You can at any time, alter, update or delete the data we hold

### 2. Cookies

We use cookies on this website. A cookie is a text file sent by a web server to a web browser, and stored by the browser. The text file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may send a cookie which may be stored by your browser on your computer's hard drive. We may use the information we obtain from the cookie in the administration of this website, to improve the website's usability and for marketing purposes. We may also use that information to recognise your computer when you visit our website, and to personalise our website for you.

Most browsers allow you to refuse to accept cookies. For example, in Internet Explorer you can refuse all cookies by clicking 'Tools', 'Internet Options', 'Privacy', and selecting 'Block all cookies' using the sliding selector. This will, however, have a negative impact upon the usability of many websites.

Types of cookies which may be used on this website;

1. Preference Cookie – At your request we may place a cookie to remember your preferences so that you do not need to re-enter your details (country/age and language preferences) on our gateway page. This is not suitable if you share your computer with someone else.

2. Social Sharing – This is a cookie that identifies you with social networking sites such as Facebook and Twitter and allows interaction between your activity on social networking sites and on our website through your direction, and makes your transition between the sites more seamless.



3. Site Analytics – We use Google Analytics to help analyse the use of our website. The cookies used collect standard internet log information and visitor behaviour information anonymously. The information generated by the cookie about your use of our website (including your IP address) is transmitted to Google. This information is then used to analyse overall use of the website and to produce statistical reports on website activity. You can opt out of being tracked by Google Analytics across all websites by visiting <http://tools.google.com/dlpage/gaoptout>

4. Content Management cookies – These are cookies required by the site for the content management system to work.

5. Template preference cookies – These cookies are necessary for mobile sites and enable the site to look and feel the way it is intended to.

How do I disable/enable cookies?

You have the ability to accept or decline cookies by modifying the settings in your browser. This may however have an impact on the usability of the site, for example the interactive features.

The way you manage cookies will depend on the browser you are using, for example, Internet Explorer.

You can easily delete any cookies that have been installed in the cookie folder of your browser. For example, if you are using Microsoft Windows Explorer:

- open 'Windows Explorer'
- click on the 'Search' button on the tool bar
- type "cookie" into the search box for 'Folders and Files'
- select 'My Computer' in the 'Look In' box
- click 'Search Now' Double click on the folders that are found
- 'Select' any cookie file
- hit the 'Delete' button on your keyboard

If you are not using Microsoft Windows Explorer, then you should select 'cookies' in the 'Help' function for information on where to find your cookie folder.

### 3. Other Disclosures

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

- to the extent that we are required to do so by law
- in connection with any legal proceedings or prospective legal proceedings
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk), and
- to the purchaser (or prospective purchaser) of any business or asset which we are or are contemplating selling.
- third parties that are contracted to operate on behalf of Archerfield. In this case no information will be transferred out with the scope of this Privacy Policy.

Except as provided in this privacy policy, we will not provide your information to third parties.



#### 4. Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

#### 5. Third party websites

This website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

#### 6. Sensitive Data

When visiting our Spa (Fletcher's Cottage) you will be asked to provide sensitive information relating to your health. This will include a self-assessment form detailing medical conditions, your general health, medications and any previous surgery you may have had. This information is collected to ensure we are providing the correct treatments to you. Your information will be held securely in our encrypted system and held as required by law.

Failure to disclose sensitive information may result in us being unable to provide the product or service you have requested. In circumstances such as these we will notify you at the relevant time.

#### 7. Marketing Communications

We will use your data for marketing purposes when you have opted in to this form of communication with us.

#### 8. Unsubscribe, edit or access your data,

At your request and where the law requires us to do so we will confirm the personal information we hold about you and where requested update or remove your information from our records.

You have the right to opt-out of future communication at any time, this applies even if you have previously decided to opt-in to receiving information

If you would like to unsubscribe or require further information please contact us at [mail@archerfieldgolfclub.com](mailto:mail@archerfieldgolfclub.com)

Please note, if you choose to opt out of receiving marketing communications we may still hold any data relating to previous bookings or purchases in line with our legal obligations.

#### 9. Contact

If you have any questions about this privacy policy or our treatment of your personal data, please write to us via email at [mail@archerfieldgolfclub.com](mailto:mail@archerfieldgolfclub.com).