



Newbury & Crookham Golf Club

Data Classification Policy

As with any business the golf club issues many different types of communications. These range from information that is on the golf club's website and is free for all to see, ie. is in the public domain up to commercially sensitive information that is confidential.

A Data Classification Policy provides an effective system and framework to manage and maintain data integrity, security and privacy and helps us meet our regulatory and legislative responsibilities. The data class will be shown at the top of a document.

At the golf club we have four classes of data: -

1. Public

This is information that is in the public domain and carries no risk. Examples of this are information shown on the golf club's notice boards and on the website (except information within the members' section).

2. Member

This is information for members and includes such things as the Friday Round-Up, Course Status emails and the Members' Login area on the website.

3. Internal

These are communications between different areas of the golf club, eg. office, house, catering, green staff, pro shop, Management Committee and its sub-committees (some of these may be classified as Confidential).

4. Confidential

These are documents that could be commercially sensitive, personal or relate to a proposed new golf club policy. It is important to maintain the data integrity of these documents to ensure this information is contained in accordance with the data owner or originator and only used for its intended purpose.

Documents or communications that have a data class of 2, 3 and 4 should not be disclosed to or shared with any other parties without the prior permission of the data owner or originator. Any breaches of this policy may result in disciplinary action under the golf club's disciplinary procedure.