

# Data Privacy Policy

## About this Policy

1.1 This policy explains when and why we collect personal information about our members and coaches, how we use it and how we keep it secure and your rights in relation to it

1.2 We may collect, use and store your personal data, as described in this Data Processing Policy.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website regularly for any amendments (but amendments will not be made retrospectively)

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website from the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you

1.5 Data Protection law will change /changed on 25 May 2018 and this notice sets out most of your rights under the new laws.

## Who are we?

1.6 We are The Park Tennis Club. We can be contacted via any member of the committee.

## How the law protects you.

1.7 Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. The law says we must have one or more of these reasons:

- To fulfil a contract we have with you, or
- When it is our legal duty, or
- When it is in our legitimate interest, or
- When you consent to it.

# What information we collect and why

This is a list of all the ways that we may use your personal information, and which of the reasons we rely on to do so.

Type of Information	Purposes	Legal Basis of Processing
Members name, address, telephone number and email address	Managing the member's membership of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club
	To allow the operation of teams and communications between team captains and players	
	To inform you of forthcoming events at the tennis club and other items that may be of interest	
Payment information in terms of amount paid, method of payment and date of payment.	Managing the membership	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club
Date of birth/age related information. For under 18's	Managing membership categories which are age related	Performing the Club's contract with the Member

In the case of junior members , we hold the details of a parent or responsible person and will communicate via that route, unless we have been provided with the email of a junior member.

## Where we collect personal information from

1.8 We collect personal information from the membership form, associated emails and information from our bank account of credits made to the account.

# How we protect your personal data

1.9 We use the LTA Clubspark system to hold our data and have received assurance that they, as the data processors, are abiding by the GDPR requirements.

1.10 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

1.11 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above).

Currently the only situation where we provide data to a third party is with the LTA for winners of Wimbledon tickets. In this case, it is information already held by the LTA in the form of the British Tennis Membership data that was entered by the member upon creating their BTM record.

1.12 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

1.13 We do not retain any member's bank details within our membership or any other system

## Your rights

1.14 You have the rights under GDPR:

- a) To access your personal data
- b) To be provided with information about how your personal data is processed
- c) To have your personal data corrected
- d) To have your personal data erased in certain circumstances
- e) To object to or restrict how your personal data is processed

1.15 You have the right to question any information we maintain about you that you think is wrong or incomplete. Please contact the Membership Secretary if you wish to do this. If you do, we will take reasonable steps to check its accuracy and correct it.

1.16 You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

1.17 We do need to hold some limited data to allow us to run the club. But please tell us if you think that we should not be using it.

1.18 You have the right to take any complaints about how to process your personal data to the information commissioner <https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF

For more details, please address any questions, comments or requests regarding data processing practice to the Tennis Club committee.

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