

This document is still in a state of development will continue to change as required.

Privacy Notice (as at 16/3/2018)

How we use your personal information

This privacy notice is to let you know The Park Tennis Club promise to look after your personal information. This includes what you tell us about yourself. This notice tells you about your privacy rights and how the law protects you.

Our Privacy Promise

We promise:

- To keep your data safe and private.
- Not to sell your data.
- Not to forward your data to any other body or person without your prior permission.

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

How the law protects you.

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.

A legitimate interest is when we have a business or commercial reason to use your information. We rely on our legitimate interest, to retain data and below you will find how this is used.

Here 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.

What we use your personal information for	Our reasons
To manage the membership process and remind members regarding a forthcoming year	Legitimate Interest
To allow the operation of teams and communications between team captains and players	Legitimate Interest
To inform you of forthcoming events at the tennis club and other items that may be of interest	Legitimate Interest

Where we collect personal information from

We collect personal information from the membership form and associated emails only.

Who we share your personal information with.

We do not currently share information with any other party and would seek your permission before any data was shared.

We will not sell any personal data.

The information we hold

- Name
- Date of birth (for under 18's only)
- Residential address
- Contact details, such as email addresses and phone numbers
- Payment amount

Information we do not hold

- Financial Information relating to bank account details

How to get a copy of your personal information

You can access your personal information we hold by contacting the Membership Secretary via :

Info@ParkTennis.Co.Uk

Or via any committee member.

Letting us know if your personal information is incorrect

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.

What if you want us to stop using your personal information?

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'.

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.

If you want to object to how we use your data, or ask us to delete it or restrict how we use it, please contact the Membership Secretary .