

ABERAERON SPORTS CLUB

Data Privacy Notice

GDPR

General Data Protection Regulation (GDPR) came into force on 25 May 2018. For the purposes of the GDPR and UK data protection laws, the controller is Aberaeron Sports Club, South Road, Aberaeron SA46 0DP. The Club Secretary is responsible for Data Protection matters within the club.

About this document

This data privacy notice describes how we collect, use and share your personal data as a member of our club.

How we collect your information

We collect your personal data in a few limited ways:

- directly from you, when you apply for membership, via a paper-based application form or via our club website
- when you renew your membership each year
- when you make enquiries on our website
- when you provide information via the club's court booking system
- when you interact with us during your time as a member in various other ways (e.g. when entering a competition)
- from someone else who has applied for membership on your behalf (for example a family member)

The types of information we collect about you are

- name
- date of birth (to validate age-related membership or competition entry)
- postal address
- email address
- telephone number(s)
- main sport (ie. tennis or bowls)

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a club social event or competition.

How we use your personal data

We will use your personal data for the following purposes:

- administration of your club membership
- tennis court bookings
- communication about our club activities that we think may be of interest to you
- research and statistical analysis about who is playing bowls and/or tennis in our club
- promoting our club and promoting goods and services of third parties (eg. equipment suppliers, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you

We store your details on the software platform we use for our online club membership management database / court booking system (known as ClubSpark). Please note that your own use of the software or system is subject to the Terms and Conditions and Privacy Policy published on that site.

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our club. Examples of these essential service communications are:

- records of transactions, such as payment receipts or Direct Debit confirmations (as applicable);
- where this is necessary for our legitimate interests (for example in increasing use of our club's facilities and participation in the game generally); and
- membership-related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- our employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled; and
- our contractors and suppliers, including coaches and any provider of membership management.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid club membership and for a period of six years after your last interaction with us (for accounting, tax reporting and historical reporting purposes).

Your rights

Under certain circumstances, by law you have the right to:

- request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it;
- request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;
- request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below);
- object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular

situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes;

- request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent); and
- request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting the Club Secretary.

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact our Club Secretary (email: aberaeronsportsclub@gmail.com).

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office (website: www.ico.org.uk)
