

## **Alcester Tennis Club Privacy notice**

### **Introduction**

Privacy is extremely important to the Alcester Tennis Club and all activities associated with the club, it's members and other participants.

The following notice refers to membership and subscription to Alcester Tennis Club.

Members are encouraged not to hesitate to contact the Club's Data Administrators with any concerns or questions about Alcester Tennis Club's privacy practices.

### **Who we are?**

The Data Controllers for Alcester Tennis Club are the Alcester Tennis Club Committee. The Data Controllers determine the purpose and means of processing personal data. The Data Controller's representatives (the Data Administrators) are the Alcester Tennis Club Committee members who have full access to Clubspark member records, and act as the Club's Data Protection Officer (DPO).

Current club Data Administrators are listed on the Alcester Tennis Club "Clubspark" web site.

The Data Administrators can be contacted via the email : ATC-dataprivacy@outlook.com

### **How we handle your information**

We use a third-party organisation to provide the membership platform. This service has been audited by the Alcester Tennis Club Committee and a service and Data Processing contract signed. This means the Data Processor for member's data is Sportslabs Technology Ltd (trading as Clubspark). To see how Sportslabs handle data, please view their privacy policy at <https://clubspark.lta.org.uk/PrivacyPolicy/>

The Data Processor works with other parties to provide the services they offer such as taking payments and sending emails through the platform. These third parties are based in the EU and so no data is transferred outside of the EU in line with GDPR regulations.

Alcester Tennis Club might at times use the services of online social media platforms to facilitate ease of communication to multiple members at one time. This communication will only be club related and falls under legitimate interest within GDPR. Such social media platforms require only a member's mobile telephone number, and the club will not add any other information. Members will be advised of any social media platform being used, and

would recommend members to review the relevant Privacy policies of the social media platforms used.

Members have the right to refuse inclusion in such communication platforms and should make this known to the Data Administrators immediately.

**Should a member opt out of social media communications and/or email communications Alcester Tennis Club will not be responsible for any missed notifications of events or other club activities to the member.**

### **What information do we collect?**

Via the Clubspark member registration process, Alcester Tennis Club collect data including:

- Member's name and home address
- Home telephone number and / or mobile number

All data is recorded within Clubspark (this information is both log-in and access password protected).

As members pay for membership via bank direct debits, Alcester Tennis Club do not have visibility of bank account details. Bank account details may be requested from Alcester Tennis Club members for any refunds. This is optional decision by the member, as cash is an alternative form of paying any refunds.

### **How do we use personal information?**

- Your data will be shared with emergency services in the event of any medical incident you are experiencing.
- Alcester Tennis Club utilises personal information of members (stored from a member's Clubspark application) to communicate with members on activities such as membership status, club initiatives, social and team tennis availability.
- Some personal data is shared within club members (telephone numbers, email addresses) to connect members to other members – for example for availability for social tennis.
- Club Data Administrators may periodically extract data from the Clubspark database to fulfil an operational activity for the Club.
- Members' personal data is not shared with any other external business or person other than Clubspark, other than or when required by law or government agencies. in the case of fraudulent enquiries raised by the appropriate authorities.
- Members may update their own information on Clubspark. Should members have any concerns or questions about Alcester Tennis Club's privacy practices, then the complaints procedure within the Club Constitution should be used, or email [ATC-dataprivacy@outlook.com](mailto:ATC-dataprivacy@outlook.com)
- The club will never use your data for non-club promotions or sell your data to a third party without your specific consent.

### **What legal basis do we have for processing your personal data?**

By applying for Membership of Alcester Tennis Club you are providing the relevant personal data and confirming your consent for Alcester Tennis Club to use the data for the purposes defined above.

### **Where do we store and process personal data?**

All data controlled by Alcester Tennis Club will be processed and maintained within the UK at all times.

### **Data secured on computer equipment and or in manual data files**

All computer based data is protected by anti-virus software and is password protected to prevent unauthorised access, use or disclosure.

### **How long do we keep your personal data for?**

Personal information will only be retained for as long as necessary to fulfil the purposes it was collected for, including for the purposes of satisfying any legal, accounting, or reporting requirements of the Data Controller. Membership records for past members will be deleted from Clubspark within 3 months.

Data can be removed immediately from Clubspark upon a request to remove consent further to membership ceasing.

Any extract from Clubspark used by Alcester Tennis Club Data Administrators is securely deleted (by the relevant Data Administrator) upon completion of the activity for which the extract was created.

### **Your rights in relation to personal data**

Under the GDPR (General Data Protection Regulation) we respect your rights as data subjects to access and control your personal data. You have the right to:

- access to personal information
- correction and deletion
- withdrawal of consent
- data portability
- restriction of processing and objection
- lodging a complaint with the Information Commissioner's Office

Should you wish to exercise any of your rights under GDPR, then please contact the Club's Data Administrators via the email : [ATC-dataprivacy@outlook.com](mailto:ATC-dataprivacy@outlook.com)

This Privacy Notice is supported by a Data Protection Impact Assessment.

**Version Control**

|                         |  |
|-------------------------|--|
| Version Number          | V1.2                                     |
| Version Date            | 10 <sup>th</sup> May 2023                |
| Committee Approval Date | 22 <sup>nd</sup> May 2023                |
| Review Date             | Max 3 years from Committee Approval Date |

This document may be amended at any time - further to approval by the Committee.

Members will be informed via email of the change, and the latest version will be displayed in the Club House.