

## AVON VALE TENNIS & CROQUET CLUB - PRIVACY POLICY

For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws, the Controller is the Avon Vale Tennis & Croquet Club, of Black Hall Lane, Avonwick, Devon, TQ10 9EJ.

We have created this policy to make you aware of how we use the information we hold about you as a member of our Club.

We collect the information we hold about you primarily from the Membership Application Form you send us every year with your subscription, on which we ask you explicitly to confirm that you agree to our storing this information. We may also store other ad-hoc information you send us from time to time, for example for the purposes of indicating your wish to take part in tournaments, coaching or social activities.

[If somebody else applies on your behalf, such as a family member, our Coach or the LTA we will send you a communication asking you to confirm that you are happy for us to retain the information they have given us.]

The information we hold on you thus consists of contact information (names, phone numbers, email address, postal address, and date of birth and next of kin in the case of juniors), and any other information about preferences to play in tournaments &c that you have given us.

We use this information for the purposes of administering the running of the Club, keeping you informed of upcoming events at the club, and for the administration of the Wimbledon ticket ballot and, for participating members, the 100 Club Raffle. We may from time to time send you details of events unconnected with the Club which we feel may be of interest to members.

We do not have the capability to administer different marketing preferences that members may have, but of course you are entitled to request that we store none of your details, in which case your details (other than your name which we need in order to confirm that you are a member) would be deleted from all our records after which we would be unable to communicate with you further.

We do not share data with any other organisation.

We keep your data only for as long as necessary, and in any case for no longer than six years after your last interaction with us.

You have the right to request a copy of the data we hold about you, to ask us to correct any mistakes in that data and to request the erasure of all items of data other than your name. In such case, there could be no further communication to you by the Club. [A request to erase your name would of course signify your resignation from membership of the Club.]

Your data will be stored in a membership list on a personal computer belonging to a Member of the Management Committee, from where it may also reside on a remote server. All Trustees and Management Committee members may have access to this membership list from time to time. Your email contact details may also be stored on a remote server to enable email communication from the Management Committee or Trustees to Club members.