

## **BURNLEY TENNIS CLUB DATA PRIVACY POLICY (GDPR)**

### **1. About this Policy**

1.1 This policy explains when and why we collect personal information about our members, 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 Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.burnleytennisclub.co.uk](http://www.burnleytennisclub.co.uk) or our Club notice board 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 for 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.

### **2. Who are we?**

2.1 We are Burnley Tennis Club. We can be contacted at...

Burnley Tennis Club  
30 Lower Ridge Close  
Burnley  
Lancashire  
BB11 5BJ

Or via the contact us page on the website [www.burnleytennisclub.co.uk](http://www.burnleytennisclub.co.uk)

### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, parents' name(s), family address, parents' telephone numbers, parents' e-mail address(es).	<p>Managing the Member's membership of the Club.</p> <p>Managing the coaching weekly register.</p> <p>Providing information about the club activities.</p>	<p>Performing the Club's contract with the Member.</p> <p>For the purposes of our legitimate interests in operating the Club.</p>
Emergency contact details	Contacting assigned contact in the event of emergency	Protecting the Member's vital interests
Date of birth / age related information	<p>Managing coaching categories which are age related</p> <p>Managing age related events</p> <p>Providing information about club activities specific for age groups</p>	Performing the Club's contract with the Member.
Gender	<p>Managing gender related events</p> <p>Providing information about club activities specific for gender groups</p>	Performing the Club's contract with the Member.
Medical conditions	Making sure that best care can be provided in the case	Protecting the Member's vital interests

	of any medical emergency during club activities	
Photos and videos of Members	Publishing on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Coaches names, addresses, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering coaching and provide details of coaches to members.
Name, e-mail address and telephone number of each Club Committee member	Information published on Club's website, in Club's newsletter and other publications, in the Club's marketing materials, in each case as a point of contact at the Club	For the purposes of our legitimate interests in operating and promoting the Club

## How we protect your personal data

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the e-mail/internet this can never be guaranteed to be 100% secure.



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

## **5. Who else has access to the information you provide us?**

5.1 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 we are required to do so by law or as set out in the table above or in paragraph 5.2 below.

5.2 We may pass your personal data to the Head Coach who is service provider to us for the purposes of completing tasks and providing services to you on our behalf. We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for delivering the service and we have a contract in place that requires him to keep your information secure and not to use it for his own purposes.

## **6. How long do we keep your information?**

6.1 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 it is in the Clubs' legitimate interest to do so or for as long 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.

6.2 We securely destroy all financial information once we have used it and no longer need it.

## **7. Your rights**

7.1 You have rights under the 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

(f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we 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

