



# Codicote Lawn Tennis Club Privacy Notice



## **Introduction:**

At Codicote Tennis Club (CTC) we take your privacy seriously and this Privacy Notice provides you with information on how we use and store your personal information.

Under the new General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018 CTC have agreed to operate under the lawful basis of Contract - which means we cannot reasonably operate your membership without using the personal information you provided when you joined as a member.

Any non-Members who have not completed a membership form and wish to be including in the CTC email database will need to specifically provide Consent for CTC to hold their personal information.

Membership of CTC runs from January to December annually.

## **How do we collect information from you:**

We collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries via CTC's email, or when you interact with us during your time as a member in various ways (for example, when you enter a competition, renew your membership, or sign up for a course or lessons);
- From a parent or guardian, who has applied for membership on your behalf, will provides CTC with personal information on children / juniors under the age of 18 within a family or junior membership application;
- From the LTA (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised about our Venue).

## **What type of information do we collect from you:**

All members (whether directly themselves or on behalf of a family / junior member) must compete and sign a Membership Form.

On the Membership Form we ask for members Date of Birth, Address, Telephone Number, Email address and BTM registration number.

You can update your information at anytime by contacting CTC via email at: [codicotetennisclub@outlook.com](mailto:codicotetennisclub@outlook.com)

## **How do we store and use your information:**

CTC holds paper and electronic records of members personal information, provided on their membership form securely for as long as they are a member of CTC, and for a period of 5 years thereafter - see section on 'how long we keep information' below.

We will use your personal data for the following purposes:

- Administration of your CTC membership on the LTA sponsored ClubSpark software platform, which includes recording payment of membership fees, and the ability for members to book courts directly via the CTC website and the ClubSpark mobile booking App;
- Administration of the LTA Wimbledon ballot;

- Communication about CTC's activities that we think may be of interest to you, including membership renewal emails, social activities, competitions and tournaments, our coaching programme (including any offers), and notice of formal meetings (AGM etc);
- CTC uses the Outlook platform to operate the Club's emailing list and will store your email address on CTC's Contacts via our Outlook mail account.
- CTC's uses a WhatsApp Group 'Tennis Club Sessions' for members to communicate their attendance at Club sessions. Members are given the opportunity to join the Group by specifically requesting to be added to the Group and by re-confirming their mobile number. The individual has the right and ability to leave the WhatsApp Group at any time.

#### About ClubSpark:

- ClubSpark is an official LTA tool and is offered for free by the LTA to registered tennis venues.
- CTC uses the ClubSpark platform to host the CTC website and to simply record and store your membership information. We do not currently use the Clubspark platform for members to join online and register their details direct.
- ClubSpark infrastructure is hosted in Microsoft Azure. It runs in geographically dispersed data centres that comply with key industry standards, including ISO/IEC 27001:2005. They are managed, monitored, and administered by Microsoft operations staff. More information on Windows Azure security can be found here:

<https://azure.microsoft.com/en-gb/support/trust-center/>

#### **Do we share your information:**

CTC does not sell or share your personal data with other organisations to use for marketing purposes.

CTC does share your personal information in a limited way to operate your membership of the Club as set out below:

- CTC shares members personal email and telephone details with other members of the Club to enable members to contact one another to facilitate the arranging of matches for external leagues and club tournaments.
- As a Captain of a Team representing CTC external leagues and competitions your personal information (email address and contact number) will be shared with other competing clubs in order to facilitate the completion of the tournaments.
- By registering as a BTM member with the Lawn Tennis Association (LTA) you will be sharing your personal information with the LTA who will have their own privacy policy in relation to your personal data. A link to the latest Privacy Policy for the LTA:

<https://www.lta.org.uk/about-the-lta/policies-and-rules/privacy-policy/>

#### **How long we keep information:**

CTC holds the personal information provided by members for the duration of their membership. If a members does not re-join / renew their membership in January CTC will continue to hold personal information for up to 5 years following non renewal for accounting purposes.

CTC will however undertake a regular audit to delete personal information from ClubSpark and Outlook for non members unless the individual has provided consent to retain their personal information on the Club's emailing list.

#### **How can you remove your personal information:**

A member can request their personal information is deleted from CTC's membership record on ClubSpark membership record at any time by contacting the Club via e mail or post as detailed below.

A member can request their e mail address is deleted from the CTC emailing list in Outlook at any time by sending an email to the club mail account - [codicotetennisclub@outlook.com](mailto:codicotetennisclub@outlook.com);

CTC have included a clear message on the Club's email auto signature reminding members that they can unsubscribe as well as a link to the Privacy Notice on the website;

Any member of the 'What'sApp Tennis Club Sessions' Group has the right and ability to leave the WhatsApp Group at any time.

### **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 correct any incomplete or inaccurate information.
- Request deletion of your personal data. You can ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- Request the transfer of your personal data to another party.

### **Contact and Complaints:**

If you have any queries about the Privacy Policy or how we process your personal data, or if you wish to exercise any of your legal rights you may contact us by:

email: [codicotetennisclub@outlook.com](mailto:codicotetennisclub@outlook.com) OR

post: Codicote Tennis Club,  
John Clements Sports & Playing Fields, Bury Lane,  
Codicote, Hertfordshire SG4 8XY

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 data protection laws from the Information Commissioners Office website: [www.ico.org.uk](http://www.ico.org.uk)

Codicote Tennis Club  
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Dated: 19 May 2018