



# CORSTORPHINE LAWN TENNIS CLUB

## Application 2021

**Names of Adults:**

**Names of Juniors:**

**Dates of Birth:**

**Please read and complete the photography consent form for each junior member (see overleaf).**

**Address:**

**Postcode:**

**Telephone number(s):**

**Email address(es):**

**Type(s) of Membership** applied for: (see table on categories & fees)

**Fees Due:**

**The club is run by the members. It would be useful to know of any particular skills that members have which could be of help to the club whether on a regular or a one-off basis, eg legal, financial, building, marketing.**

**Signed:** \_\_\_\_\_

Please tell us how you heard about us.

Facebook		Poster		Coach	
Website		Internet		Referred by Member	
Other (please state):					



# CORSTORPHINE LAWN TENNIS CLUB

## PHOTOGRAPHY CONSENT FORM

Corstorphine Tennis Club takes its child protection responsibilities very seriously. It always aims to ensure that a common sense and balanced approach is struck in protecting young people but in appropriately publicising the fun events that take place within our club or other responsible clubs we sometimes work with. Such events include competitions, coaching and matches. Typically such images are posted in the clubhouse, on our website and club facebook page.

I give my permission for ..... to be photographed under such circumstances and any such images used in accordance with the Corstorphine Lawn Tennis Club Privacy Notice.

Signed

Relationship to child

Date



# CORSTORPHINE LAWN TENNIS CLUB

## FEES

MEMBERSHIP CATEGORY	ANNUAL SUBSCRIPTION
<b>Full Adult:</b> Use of courts any time except during Junior only sessions, coaching or team matches	<b>£175</b>
<b>Intermediate:</b> Under 18 on 1Jan 2021. Court use as for Full Adult above.	<b>£94</b>
<b>Under 25:</b> Full-time students aged under 25 on 1Jan 2021. Court use as for Full Adult above.	<b>£94</b>
<b>Restricted Adult:</b> Court use during Junior sessions and Wednesday mornings. (No balls provided).	<b>£75</b>
<b>Junior:</b> Aged under 18 on 1 Jan 2021. Court use Mon to Thurs up to 6pm, all day Friday, Sat & Sun up to 12 noon and after 5pm. Priority use with member parents up to 12 noon and 5pm to 7pm on Sat & Sun.	<b>£40</b>
<b>Junior under 12:</b> Aged under 12 on 1 Jan 2021. Court use as for Juniors above. They may also play with a non-member parent on Saturdays before 11am, Sundays from 1pm – 5pm, after junior social tennis time on a Saturday afternoon and at normal coaching times on Tuesdays, Wednesdays and Fridays during City of Edinburgh school holidays.	<b>£20</b>
<b>NEW Junior Member</b> – aged under 18 on the 1 Jan 2021	<b>£20</b>
<b>Morning Member:</b> Play one morning each week	<b>£50</b>
<b>Family Membership:</b> Two adults and up to three children. Court usage as appropriate as defined above for Full Adults and Juniors.	<b>£360</b>

**Fees for 2021 should be paid in good time, prior to the 31 March 2021.**

The **preferred** method of payment is **Bank Transfer** to the club's bank account, Corstorphine Lawn Tennis Club sort code 80-02-27 a/c 00141641, using your surname as reference.

**Only new members, junior members and family members need to complete an application form.** This should be posted to the Treasurer, Gordon Fisher at 54 Tylers Acre Avenue, Edinburgh EH12 7JE. Other categories of members should email [Gordon.fisher@blueyonder.co.uk](mailto:Gordon.fisher@blueyonder.co.uk) with details of any changes eg address, contact details or category of membership.

Alternatively, payment can be made by cheque, made payable to **Corstorphine Lawn Tennis Club**. In this case, you must also complete the attached application form, enclose it with your cheque and post to the Treasurer, Gordon Fisher at 54 Tylers Acre Avenue, Edinburgh EH12 7JE.

New members joining after the start of the season pay the following proportions of the relevant subscription

April-June	July	reducing monthly by	to March
100%	90%	10%	10%

## Corstorphine Lawn Tennis Club Privacy Notice

We, Corstorphine Lawn Tennis Club, are committed to protecting and respecting the privacy of all our members. We take the necessary measures to ensure that all personal information we collect and process is adequately safeguarded and handled sensitively and confidentially in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

This Privacy Notice sets out the basis on which we will process any personal data we collect from you, or that you provide to us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By completing a membership application form or by using our website, you are giving your consent to our using and processing your personal data in the way described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Corstorphine Lawn Tennis Club of 65 Belgrave Road, Edinburgh, EH126NQ, the operator of Corstorphine Lawn Tennis Club (the Club). Our nominated representative (Data Administrator) for the purpose of the Act is Neil Moncrieff.

### **Why we need your personal information**

When you complete an application to join CLTC or renew your membership (including if you are registering a child under the age of 13) we will ask you for the following personal information and this will form a contractual basis between yourself and the club:

- Name, address, email address, and contact telephone numbers. Also, to determine their membership category we will ask for children's dates of birth.

We need to collect our member's personal information to enable us to administer our membership, offer services and carry out our aims and objectives. We may contact you to inform you of:

- Club matters
- Club competitions and tournaments
- Club social events
- Membership renewals

As an affiliated club of the Lawn Tennis Association we are required to ensure that all our members are members of the Lawn Tennis Association to participate in league matches and the Wimbledon ballot. We may also give the Lawn Tennis Association only your email address for the purpose of British Tennis Membership and the Wimbledon ballot.

We also process our Members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in tennis by sending members' communications and booking information for upcoming tournaments and events. These tournaments may be filmed or photographed and your personal information may also be used in images captured from our tournaments and events which we use for promotional, education and development purposes. Photographs will only be published on our clubhouse noticeboard, the club website and the club Facebook page. Photographs will not be passed to 3<sup>rd</sup> parties.
- Provide competition in tennis tournaments by accepting and managing entries for these and checking personal information to ensure you are entered in to the correct category. You will be asked to provide an email address or phone number if you enter club tournaments to enable tournament ties to be organised. This information will only be displayed on the clubhouse noticeboard for the duration of the tournament.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of

the above processing please email the Data Administrator at [moncr21@virginmedia.com](mailto:moncr21@virginmedia.com) or in writing to Corstorphine Lawn Tennis Club at the address given in the 3<sup>rd</sup> paragraph above in the first instance who will raise the matter with the Committee. If we agree and comply with your objection, this may affect our ability to undertake the above tasks for the benefit of you as a member.

### **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include Disclosure Scotland and Police Scotland for the purposes of safeguarding children and also the Health and Safety Executive, for issues relating to Health and Safety. In relation to the latter, where a personal accident or injury is recorded in the accident book held in the clubhouse, this will be retained securely in order that the club has a record of all incidents in line with Health and Safety requirements.

### **How long we keep your personal information**

We will only keep your personal information for a period of 6 months beyond the current membership year and then it will be destroyed with appropriate safeguards. This will include shredding paper-based records and permanently deleting electronic records to prevent recovery.

### **Your rights in relation to your personal information are:**

- You have a right to request access to the personal information that we hold about you by making a “subject access request”;
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- You have a right to request that we restrict the processing of your personal information for specific purposes;
- If you wish us to delete your personal information, you may request that we do so.

You can exercise any of the following rights by emailing the Data Administrator at [moncr21@virginmedia.com](mailto:moncr21@virginmedia.com) or in writing to Corstorphine Lawn Tennis Club at the address given in the 3<sup>rd</sup> paragraph above. Any requests received by Corstorphine Lawn Tennis Club will be considered under applicable data protection legislation and a response provided within one month. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at <https://ico.org.uk/>

March 2021