

## Application 2019 - Juniors

Name of Parent / Guardian

Name(s) of Child(ren)

Date of Birth:

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

Address:

Postcode:

Telephone Number(s):

Email address(es):

**Special rate up to 31 March 2020 - £5 per child**

Total Fees Due:

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

Please tell us how you heard about us.

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

## **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:

**Please return signed form to the Club Treasurer:**

**Gordon Fisher  
54 Tyler's Acre Avenue  
Edinburgh  
EH12 7JE**

# 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.

Personal information is also held electronically on the Members' page of the club website and contains the name, address, telephone number and email address of club members. Access to the Members' page is password protected and the password will be changed periodically. Members are responsible for keeping this password confidential. We may share your information held on the Members page with other members of the Club who wish to organise competitions, leagues or to arrange matches with you. By completing a competition, league or other event entry form, you consent to the use of such information for these purposes.

**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/>

May 2018