



Coylton LTC Privacy Notice

Coylton LTC is a Scottish Charitable Incorporated Organisation (Charity no. SC052814)

What we need

Coylton Tennis Club will be a "controller" of the personal information that you provide to us through our website or in our coaching application form, unless otherwise stated.

When you register as a member of Coylton Tennis Club, or renew your membership, or apply for a place on our coaching classes (including if you are registering or renewing or applying on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address, telephone number, date of birth, and child's date of birth;
- for children attending our coaching classes - emergency contact telephone number, and any medical information that the coach requires to know for the safety of the child, for example, asthma, diabetes; and
- for coaches and welfare officer, PVG membership status.

From here forward in this Privacy Notice the term "member" also applies to those attending our coaching classes, whether Coylton Tennis Club members or not.

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services;
- set up your online membership account and administer your account online; and
- send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, and membership renewals.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

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

- promote and encourage participation in tennis by sending you communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes. However, you or your children will not be photographed or filmed unless you have given specific consent for this through our application form or website;

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- provide competition in tennis by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to tennis. We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action where appropriate.

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 contact us on coyltontennis@gmail.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with local newspapers for promotional and/or journalistic purposes, provided you have given us specific consent to do so.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

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Coylton Tennis Club employs "Clubspark" as a third party suppliers to provide website services. These suppliers may process personal information on our behalf as "processors". Clubspark's privacy notice explains how they use your personal information and can be accessed here <https://clubspark.lta.org.uk/CoyltonLTC/PrivacyPolicy>

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

We may post details of our competitions in the clubhouse or send these to competitors via email, including competitors' names and telephone numbers, to allow members to organise matches.

We publish the results of our competitions on our website. This includes competitors' names. However we will not associate these with a photograph of the competitor unless we have specific permission to do so.

How we protect your personal information

Your personal information is stored by Clubspark on their electronic data systems and protected as explained in their privacy notice. It is accessed by our volunteers for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

Your rights

You can exercise any of the following rights by writing to us at coyltontennis@gmail.com.

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; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Coylton Tennis Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

