

# Crickhowell Tennis Club

## Data Privacy Policy



### 1. About this Policy

This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure and members' rights in relation to it.

Personal information will be held and processed by Club officials in accordance with the Data Protection Act 1998 and, from 25 May 2018, the General Data Protection Regulation (GDPR). 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 any personal information we hold.

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.crickhowelltennis.club](http://www.crickhowelltennis.club)) or the Club noticeboard regularly for any amendments, although amendments will not be made retrospectively.

### 2. Consent

By submitting personal information to us, you signify your consent to our using the information provided in the manner described below.

We will keep your information confidential except where disclosure is required or permitted by law (for example to government bodies and law enforcement agencies). We will not distribute, sell, or lease your personal information to third parties unless we have your permission.

### 3. Use of Your Personal Information

Personal Information held by the Club may include: your name, postal address, telephone number, email address, age group, gender, and any medical conditions that the Club needs to be aware of to provide member services. Annex A describes in more detail the legal basis for the information the Club holds.

Only the Chairman, Secretary and Membership Secretary will hold your personal information using 'Gmail Contacts'. If at any time you wish to update the information which the Club holds about you, please contact the Membership Secretary at [membershipcricktennis@gmail.com](mailto:membershipcricktennis@gmail.com).

The Club will only use your personal information for internal record keeping and to contact you about matters related to the Club. Your personal information may also be passed to other individual Club members to organise matches, internal tournaments and similar events.

You may request details of personal information which the Club holds about you under the Data Protection Act 1998 and GDPR. If you would like a copy of the information

held on you please contact the Membership Secretary at [membershipcricketennis@gmail.com](mailto:membershipcricketennis@gmail.com).

#### **4. Protecting Your Personal Information**

The Club will not transfer your personal information outside the EU without your consent. The Club has implemented generally accepted standards of technology and physical security to protect personal information from loss, misuse, unauthorised alteration or destruction.

The Club will notify you promptly in the event of any breach of your personal information which might expose you to risk.

#### **5. Retaining Your Personal Information**

The Club will keep your personal information for as long as you are a member and, in an archived form, for as long afterwards as is necessary to comply with our legal obligations, e.g. compliance with tax requirements or defence of legal claims.

#### **6 Your Rights**

Under the GDPR, you have rights to:

- Access the personal information that the Club hold on you;
- Be provided with information about how your personal information is processed;
- Have your personal information corrected;
- Have your personal information erased in certain circumstances;
- Object to, or restrict how your personal information is processed;

You have the right to take any complaints about how the Club processes your personal information to the Information Commissioner, who may be contacted at:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more information, please address any questions, comments or requests regarding the Club's information processing practices to the Secretary [sec.cricktennis@gmail.com](mailto:sec.cricktennis@gmail.com).

## Annex A: What information the Club collect and why?

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone number, e-mail address	Managing the Member's membership of the Club	Performing the Club's contract with the Member for the purposes of our legitimate interests in operating the Club
Age related information	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member
Emergency contact details	Contacting next of kin in the event of emergency	Protecting Member's vital interests and those of their dependants
Gender	Provision of adequate facilities for members	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender
Photos and other media of members under 18 years old	Use on the Club's website and social media pages and using in press releases	Consent. There is an opt-out for use of children's photos on the membership application form and each membership renewal form.
Bank account details of the member/other person making payment to the Club	Managing Member's and their dependants' membership of the Club, the provision of services and events	Performing the Club's contract with the Member