

Croftside Lawn Tennis Club Limited (“Croftside”)

Privacy Notice

In order to operate as a members’ tennis club, Croftside holds and processes the Personal data of its members. This notice explains what data is held and how it is Processed and allows the club to comply with the General Data Protection Regulation (GDPR).

Basis: The basis under which Croftside holds and processes the personal data of its members is Legitimate Interest. A Legitimate Interest assessment has been done which has concluded that it is in the club’s and the members’ interest for the club to process the personal data of its members.

Processing: In the context of Croftside, processing means storing data and using Data for communication purposes.

What Personal Data is held? Croftside holds the following personal data that enables us to identify and communicate with our members: name, address, email address, telephone number, family members (if any), subscription status and membership category. Where personal data of junior members (which will include their date of birth) is obtained, this is with the overt consent of their parents/guardian. We only hold data that is necessary for us to operate the tennis club.

What is done with the Personal Data? Personal data is used to record membership details and to communicate with members to allow them to know what is going on at the club. Such communication will include newsletters, details of social events, match fixtures and results, internal competitions, social tennis and other news.

How do we store your Personal Data? Personal Data is held in Clubspark which is the LTA system for storing membership details.

Who has access to your Personal Data? Access is limited to those who need to know for bona fide Croftside business and are approved by the committee subject to the club’s safeguarding policy. Examples include team captains and organisers, the club coach and to ensure subscriptions are collected.

How long do we keep your Personal Data? Your personal data is kept as long as you remain a member of the club. If you cease to be a member, your data is held for a maximum of six years to comply with HMRC data retention requirements.

Your rights: You have right to ask us what data we are holding belonging to you, to ask us to correct any inaccuracies, to opt out of certain communications and to ask for your Personal Data to be removed or deleted. If you wish to contact us to discuss your personal data, please email the membership secretary at suebow1@live.co.uk. For further Information on the GDPR please go to <https://ico.org.uk> .