



Cuckfield Lawn Tennis Club Limited

Privacy Notice- transparency of data protection

Being transparent and providing accessible information to members about how we will use their personal data is important for our club. The following are details on how we collect data and what we will do with it:

What information is being collected?	Personal data such as your postal address, date of birth, gender, telephone numbers, email address, date of joining, category of membership, key deposit paid and subscription payment status.
Who is collecting it?	Cuckfield Lawn Tennis Club Limited
How is it collected?	Collection is from written application forms or by email communications from the members and potential members. And from the club bank account.
Why is it being collected?	This data is collected to allow the club committee to communicate effectively with members on club events, and activities from time to time.
How will it be used?	The data will only be used to communicate with members on the business of running the tennis club for the benefit of the membership.
Who will it be shared with?	Your personal data will only be used by the club to keep you informed of club matters. It will not be shared with third parties unless we are legally obliged to do so. Members have a right to access any personal data we hold about them.
Identity and contact details of any data controllers	Your Data Controller is Gerry Canning, Membership Secretary, who may be contacted at <i>gerry.canning@btinternet.com</i> <i>Please advise of any change in your personal data so that club records are kept up to date.</i>
Details of transfers to third country and safeguards	Personal data will not be transferred outside the UK.
Retention period	Personal data will be held whilst you are a member and deleted after three months of termination of membership.