

Privacy Policy
d'Abo Tennis Club, West Wrattling

1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure, and your rights in relation to it
- 1.2. We may collect, use and store your personal data as described in this Privacy Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Privacy Policy from time to time, and will advise current members if we do so. You can always find the most up to date version of our Privacy Policy on our website www.westwrattlingtennis.co.uk .
- 1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further information about the GDPR can be found on the website of the Information Commissioner's Office (www.ico.gov.uk). For the purposes of the GDPR, we will be the 'controller' of all personal data we hold about you.

2. Who are we?

- 2.1. We are The d'Abo Tennis Club, West Wrattling. We can be contacted at admin@westwrattlingtennis.co.uk

3. What Information we collect and why?

Type of information	Purposes	Legal Basis for processing
Members' names, addresses, phone numbers, email addresses	Managing the Members' membership of the Club. Keeping in touch with Members	Performing the membership agreement with the member. For the purposes of our interests in operating the club.
Names and ages of junior members/children of family members	Managing the Members' and their children's membership of the Club. Managing membership categories which are age related	Performing the membership agreement with the member.
Emergency contact details for junior members	Contacting next of kin in the event of emergency or safeguarding concern	Protecting Members' vital interests and those of their dependents
Names, addresses, phone numbers and email addresses of children attending coaching sessions, and of their parents/guardians	Managing the children's access to coaching sessions and the parent/guardian's communication regarding that access	Performing the agreed services to the children and their parents/guardians
Names, addresses, phone numbers, email addresses, experience and LTA registration details of coaches appointed by the Club.	Confirming relevant experience, qualifications and certificates. Managing the Club-coach relationship. Protecting children and vulnerable adults who attend coaching	Entering into and performing contracts and agreements with Coaches.
Contact details of suppliers to the club	Entering into and managing arrangements with suppliers	Entering into and performing contracts and agreements with suppliers

4. **How we protect your personal data?**
 - 4.1. We will not transfer your personal data outside the EU without your consent
 - 4.2. We have implemented generally accepted standards of technology to protect personal data from loss, misuse, or unauthorised alteration/destruction
 - 4.3. Please note that where you are transmitting information to us over the internet, this can never be guaranteed to be 100% secure
 - 4.4. For any payments which we take from you online, we will use a recognised online secure payment system
 - 4.5. We will notify you promptly in the event of any breach of your personal data which might expose you to risk
5. **Who else has access to the information you provide us?**
 - 5.1. We will never sell your personal data, nor will we share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table at section 3 above or in paragraph 5.2 below.
 - 5.2. We may share your data to the Lawn Tennis Association if you are a member of both the Association and the Tennis Club, but only when it is in the legitimate interest of the club and the LTA to do so. The LTA may use third parties to process your data. They will have contracts in place with any such third party to keep your information secure and not to use it for any other purpose.
6. **How long do we keep your information?**
 - 6.1. We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long as it is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that that we will retain your personal data in an archived form in order to be able to comply with future legal obligations or defence of future legal claims
 - 6.2. We securely destroy all financial information once we have used it and no longer need it
7. **Your rights explained**
 - 7.1. It is important that you understand what rights you have in relation to the Personal Data that we hold about you. To let us know that you want to exercise any of your rights outlined below, please contact us using the email address at section 2 above.
 - 7.1.1. **The right to be informed (knowing how we will use your data)**

You have the right to be told how we will use your personal data which is set out in this notice
 - 7.1.2. **The right of access (being provided with copies of your data)**

You have the right to ask us to provide you with a copy of your Personal Data. We will supply any information you ask for as soon as possible but may take up to 1 month. We will not charge you for this
 - 7.1.3. **The right to rectification (changing incorrect information we hold)**

If you believe your records are inaccurate you have the right to ask for those records to be updated.
 - 7.1.4. **The right to be forgotten (erasure) (requesting deletion of your personal data)**

In some cases you have the right to be forgotten (i.e. to have your personal data deleted from our records)
 - 7.1.5. **The right to restrict processing (limiting how we use your data)**

In certain situations you have the right to ask for processing of your Personal Data to be restricted because there is some disagreement about its accuracy or legitimate usage
 - 7.1.6. **The right to data portability (moving your data in a useable format)**

You have the right to request the Personal Data you provided to use in a structured, commonly used and machine readable format, and/or transmit that data to a third party – in certain situations.

7.1.7. The right to object (when we must stop processing your data)

You have the right to object to us processing data purely for our legitimate interests. If you make such a request, we must stop processing your Personal data unless we can provide compelling grounds for the processing which override your interests, rights and freedoms, or if the processing is for the establishment, exercise or defence of legal claims.

7.1.8. The right not to be subject to automated decision making including profiling (making a decision solely by automated means without any human involvement)

The right not to be subject of a decision based solely on automated processing that produces legal effects concerning you or similarly significantly affects you. The Club does not undertake automated decision making or profiling.

- 7.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner
- 7.3. For further information on each of these rights, including the circumstances in which they apply, please see guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the GDPR.