



Denmead Tennis Club

General Data Protection Regulations Policy 2020

This document tells how Denmead tennis club will protect the personal data it collects about its members, non-members and volunteers, why and how it processes these data to afford protection to the owners of such data.

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Denmead Tennis Club (the "Venue") of King George Playing Field, Ashling Park Road, Denmead, Hants PO7 6EH.

About this document

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as one who uses the facilities of this tennis venue from time to time.

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, when you provide information via the Venue's club management software or court booking system, or when you interact with us in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- From someone else who has applied for membership on your behalf (for example a family member or your tennis coach who has provided us with your contact details for that purpose);
- From the LTA (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised about our Venue).

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information, including Direct Debit details;
- Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings or making use of other Venue facilities).

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a Venue social event or a course/camp.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your Venue membership, including:

- informing you about court / facilities opening hours; ○ taking payment of membership fees;
 - Fulfilment of services, including court bookings, coaching charges;
 - Administration of the Wimbledon ballot;
- where this is necessary for the performance of a contract (including any written terms and conditions relating to your membership) with you;
- Research and statistical analysis about who is playing tennis at our Venue;
 - Communication about our Venue activities that we think may be of interest to you;
 - Storing your details on the software platform we use for our online Venue member management database / court booking system. Please note that your own use of the software or system is subject to the Terms and Conditions and Privacy Policy published on that site; and storing data of casual users and enquirers for recording details of activities and recording payments made for the various activities at the Venue

where this is necessary for our legitimate interests (for example in increasing use of our Venue’s facilities and participation in the game generally);

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our Venue. Examples of these essential service communications are:

- Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).
- Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

You are in control of how we communicate with you. You can update your choices and/or your contact details using the link below please log in to ClubSpark and actively give your permission for the Club to use your data.

<https://clubspark.lta.org.uk/DenmeadTennisClub/EditConsents>

If you need any help with doing this, a help guide can be found online <https://sportlabs.zendesk.com/hc/en-us/articles/360000358423> if all else fails you can contact our Data Protection Manager, as follows:

Email: secretary@denmeadtennis.org.uk

Sharing your information with others

We do not sell your personal data to or share with other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our employees and volunteers (more specifically, coaches), for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Our provider of membership management services [Clubspark UK, The Courtyard, 7 Francis Way, London SW19 4DW].

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid Venue membership and for a period of six years after your last interaction with us (for accounting, tax reporting and recordkeeping purposes).

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below). ☐ Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact our Data Protection Manager:

- by email: secretary@denmeadtennis.org.uk

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.