

# FALCON BOWLING AND TENNIS CLUB

## PRIVACY NOTICE

*For existing and new members*

A change in government legislation regarding data protection called The General Data Protection Regulation (the 'Regulations' or 'GDPR') is effective as of 25th May 2018. It represents an important strengthening of the individual's rights in respect of personal data information that is collected and stored about them.

Falcon Bowling and Tennis Club (the Club) is both committed, and legally obliged to protect the rights, privacy, information and personal data of its Members. The following explains the Club's Policy in respect of the new Regulations.

### **What this privacy notice covers**

Falcon Bowling and Tennis Club (FBTC) is committed to protecting your personal information. In this notice, references to 'we' and 'us' means Falcon Bowling and Tennis Club (FBTC). This notice explains how we collect and use the personal information about you.

### **What we need**

FBTC will be a "controller" of the personal information that you provide us in this form, unless otherwise stated.

When you register as a member of Falcon Bowling and Tennis Club or renew your membership (including if you are registering on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, telephone number, email address, and date of birth;
- membership criteria / category – athlete, parent, volunteer
- payment details – bank account number, sort code, card details; and
- equality information – disability (if any), ethnic group, religious belief, gender identity and sexual orientation.

### **Why we need your personal information – contractual purposes**

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including, insurance, licensing, voting at AGMs and PVG checks
- set up your online membership account; and
- send you membership communication by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals and information on membership fees.

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

When you book a place with us for and attend a coaching course, competition or other event, we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition or event.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

## **Why we need your personal information – legitimate purposes**

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in the sport of Bowling and/or Tennis by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we may use for promotional, education and development purposes;
- provide competition in the sports of Bowling and/or Tennis by accepting and managing entries for our competitions and checking your personal information to ensure you are entered in to the correct competition;
- monitor and develop participation in Bowling and/or Tennis by monitoring members' engagement and participation through data gathered from attendees and booking lists and inviting our members to participate in surveys for researching and development purposes;
- for funding and reporting purposes by sharing anonymised data with a funding partner as condition of grant funding, e.g. Local Authority;
- invite our members as award winners or guests to our annual awards dinner/open days/ceremony, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of Bowling and/or Tennis. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at our current registered address: 84 Newbattle Terrace, EH10 4SE or by email to [falconclub@hotmail.com](mailto:falconclub@hotmail.com). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

## **Why we need your personal information – legal obligations**

We are under legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- the Companies Act 2006 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

- our Tennis Scotland (LTA) regulatory requirements to meet the LTA's Safeguarding Standards to provide a safe and friendly tennis environment.

## Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## Who we share your personal information with

- We may be required to share your personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations may include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.
- We may share your personal information with our professional and legal advisors for the purposes of taking advice.
- As an affiliated club of Tennis Scotland ("the LTA") we are required to ensure that all of our members are members of the LTA as a condition of affiliation. We will share your name, address, telephone number, email address, date of birth, and any other information they may require in order to carry out their responsibilities as a Sports Governing Body in Scotland. The LTA will become a "controller" of your personal information when they receive it. Tennis Scotland / the LTA privacy notice explains how they use your personal information and can be assessed here [Read More On The LTA User Privacy Policy | LTA](#)
- We may share your personal information with other members of Falcon Bowling and Tennis Club for the purpose of coordinating teams for competitions.
- We may share your personal information with areas and provinces of the LTA, and LTA Associated tennis clubs for the purposes of registering you for competitions and events.
- Falcon Bowling and Tennis Club employs third party suppliers to provide services, including membership management services and bowling / tennis coaches. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purpose and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

## How we protect your personal information

Your personal information is stored on our third-party service provider "Sportlabs Technology Ltd" trading as "Clubspark", electronic filing system and their servers based in the UK/EU and/or electronically on a pc/laptop which is password protected. Sportlabs technology Ltd privacy notice explains how they use your personal information and can be assessed here: <https://clubspark.lta.org.uk/PrivacyPolicy/>

Your personal information is accessed by our appointed Club Secretary, Club Treasurer and Club Coaching Coordinator for the purposes set out above.

## How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for four (4) years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Falcon Bowling and Tennis Club and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Falcon Bowling and Tennis Club.

## Your rights

You can exercise any of the following rights by writing to us at 84 Newbattle Terrace, Edinburgh, EH10 4SE or by email to [falconclub@hotmail.com](mailto:falconclub@hotmail.com).

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Falcon Bowling and Tennis Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)

## Falcon Bowling and Tennis Club - consent section for privacy notice

### 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 may change your preferences at any time or request that we stop sending you email communications by contacting us at [falconclub@hotmail.com](mailto:falconclub@hotmail.com). There is also an 'unsubscribe' button at the bottom of every email communication we send.

Updated: 1/2/2022