

## **Garstang & District Tennis Club, Data protection, privacy and personal data usage policy**

For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws, the controller is Garstang & District Tennis Club

### **About this policy**

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 a member of our tennis venue.

### **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 via email, or when you interact with us during your time as a member 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 our tennis coach who has provided us with your contact details for that purpose);

### **The types of information we collect**

As a member of the tennis club, we may collect certain information about you:

- Contact and communications information, including your name, email address, postal address, telephone number(s) and in the case of juniors, date of birth. This information is held by the Club Secretary alone who stores your email addresses only on a password secure computer. All other personal data provided on membership forms is kept as a paper copy. Only contact details of parents/guardians of juniors aged 16 and under are kept on record by the Club Secretary. Information regarding all those receiving coaching is also held by the Club coach using his own means of data storage.
- Other information which you may volunteer if you choose to use the Clubspark online court booking system.
- 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 may be used for the purposes set out below:

- Processing of membership forms and payments
- Storing your details on the Clubspark software platform we use for our online booking system. Please note that your own use of the software is subject to the

Terms and Conditions and Privacy Policy published on that site.

- Pass data to the club coach, to provide information about junior membership renewals
- Publishing of league and tournament results
- Club records
- Keeping you informed, via email, of news and events taking place at the club. If you would prefer not to be contacted by email but by some other means instead, please let us know

#### Training and competition entry

- Share data with the club coach to administer team training sessions and club tournaments
- Share email and phone number with your tournament opponent(s) for you to arrange your matches
- Share data when entering local leagues and events
- Share data with LTA leagues, LTA county associations and other competition providers for events you have agreed to enter

#### Funding and reporting purposes

- Anonymised data shared with a funding partner as condition of grant funding e.g. Local Authority, LTA, British Tennis, Sport England, National Lottery Sports Funding, etc.
- Anonymised data to monitor club trends

Our current policy is not to share any personal data with third parties other than outlined in the purposes above which are directly related to your membership and participation in tennis events. Your personal data will not be shared with any other third party without your explicit consent. Please note if you choose to use the online court booking system this is operated by Clubspark which is linked to the LTA and is independent from the tennis club. Any personal data appearing on their site, which is additional to information requested on the club's membership form, will have been provided by you or the LTA.

For adult members where we wish to use your image during the attendance or participation in club events for the purposes of promoting the club on the club website, social media, the internet or traditional news outlets, we will assume we have your consent to do so unless you inform us otherwise.

No images of Junior members (U16), or vulnerable adults, will be used without Parental/carer's consent.

Your personal data will not be retained for more than a year if you do not renew your annual membership.

### **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.
- 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:

**Libby Flintoff by email : [garstangtennis@gmail.com](mailto:garstangtennis@gmail.com) or telephone 01995 679728**

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](http://www.ico.org.uk).