



# CLUB DEVELOPMENT

## GDPR Guidance (March 2018):

### Internal Privacy Policy for Employees, Volunteers and Venue Officers

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Controller is Gosforth Garden Village Tennis Club (the "Venue") of Rosewood Avenue, Gosforth.

#### About this document

This privacy policy explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold. This privacy policy concerns our processing of personal data of employees, volunteers and Venue officers.

#### How we collect your information

We may collect your personal data in a number of ways, for example:

- from the information you provide to us when you interact with us by making an application for a job or a volunteer or other Venue position, for example when you come for an interview or when you submit a formal application to work for us and provide your personal data in application forms and covering letters, etc.;
- during the course of your engagement as a volunteer or officer with us, for example when you provide your contact details.

#### The types of information we collect

We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

1. Contact and communications information, including:
  - your contact details (including email address(es), telephone numbers and postal address(es);
  - records of communications and interactions we have had with you.
2. Biographical, educational and social information, including:
  - your name, title, gender, nationality and date of birth;
3. Any other information relevant to your employment or other engagement to work for us.

We may also collect special categories of data, (and criminal convictions and offences data) including:

- information revealing your racial or ethnic origin (for example, recording a member of staff's racial or ethnic origin in order to monitor our compliance with equal opportunities legislation);
- information concerning your health and medical conditions (for example, where required to monitor and record sickness absences, take decisions as to an individual's fitness for work)

### **How we use your information**

The purposes for which we may use personal data we collect in connection with your or other engagement with us include:

- administering volunteer applications and, where relevant, offering you a job or other positions with us;
- for preventing and detecting crime, and to investigate complaints and grievances;
- dealing with legal claims and requests, including those made under data protection law, or requests for disclosure by competent authorities;
- external and internal audit and record-keeping purposes;
- sharing your personal data with the LTA, county tennis associations and other venues for reasonable purposes in connection with the operation of the Venue.

### **The basis for processing your information**

We may process your personal data for the above purposes because:

- it is necessary for our or a third party's legitimate interests. Our "legitimate interests" include our reasonable interests in the operation of the Venue, in accordance with all relevant legal requirements;
- it is necessary to protect your or another person's vital interests (in certain limited circumstances, for example where you have a life-threatening accident or illness in the workplace and we have to process your personal data in order to ensure you receive appropriate medical attention);
- for compliance with our legal obligations (e.g. to exercise or perform any right or obligation conferred or imposed by law in connection with employment or for the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities).

### **Sharing your information with others**

We may share your personal data with certain third parties for the purposes set out in this privacy policy. We may share some personal data with third parties including:

- internal and external auditors and legal advisers;
- to the LTA and county tennis associations.

### **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 employee, volunteer and officer data this means we keep it for as long as you have an active employment, volunteer or officer relationship with us and for a reasonable period thereafter for accounting, tax reporting, record-keeping and legal reasons.

## 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 information (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.

If you have given your consent and you wish to withdraw it, please contact Brian Wright (our Treasurer), using the contact details set out below.

## 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 rights, you may contact :

Telephone: 0191 2654539

Email: [brian789706@blueyonder.co.uk](mailto:brian789706@blueyonder.co.uk)

Post: 33 Debdon Gardens, Heaton, Newcastle upon Tyne, NE6 5TJ

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 legislation from the Information Commissioner's Office website available at [www.ico.org.uk](http://www.ico.org.uk).