

Hemyock Tennis Club - Privacy Policy

1. Introduction

1.1 This policy gives information on how Hemyock Tennis Club collects and processes your personal data as a Member. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

1.2 Hemyock Tennis Club provides tennis facilities, fund raising, events and social tennis. When this document refers to “we”, “us” or “our”, we are referring to Hemyock Tennis Club and the associated 40 Club. Coaching of Seniors and Juniors may be provided by a separate organisation from Hemyock Tennis Club. They are responsible under GDPR for data provided to them.

1.3 Our contact details are given on our website at <https://hemyock.org/index.php/topic/tennisclub#Committee>

2. What information will Hemyock Tennis Club collect about me?

2.1 We will collect data through direct interaction with you. This could be by filling out membership forms or otherwise, submitted by post, phone or email. The data collected will consist of basic personal identity and contact information such as your name, email address, postal address, landline telephone or mobile number, and date of birth.

2.2 We will make reasonable efforts to confirm that the data we hold on its members is up to date on an annual basis as part of renewing the membership of these members. Where a member provides notification that any data has changed, this should be updated as soon as possible and any previous data deleted.

2.3 We will collect information relating to children (under 18 years) for the purposes of providing activities for junior members of the Tennis Club. The information will be as set out in 2.2 for senior members, but, may also include information about medical conditions and seeking consent to take and use photographic and moving images. Both items will enable us to fulfil our welfare and safeguarding obligations and provide a safe environment for all junior participants. As these are special categories of personal data, we will obtain parent/guardian consent to collect and store this information for Juniors aged less than 13 and from the Junior themselves (under age 18).

3. How will Hemyock Tennis Club use and store the information it collects from me?

3.1 We will use your personal information for the purposes of running the Tennis Club and facilitating the administration and organisation of the sports offered. This could include;

- Contacting you with details of activities of relevant sports teams such as training and matches
- Contacting you about social activities/events of the Tennis Club.
- Contacting you about social or administrative updates that relate to the Tennis Club as a whole or the 40 Club
- Providing the Tennis Club Committee with aggregated membership information, such as number of members.
- Sharing your contact details with membership if you are a team captain or hold a committee position which requires you to be contactable by membership.

3.2 With regard to the special categories of data outlined in 2.4, the information will be stored and shared in line with approved safeguarding procedures to support the welfare of junior members.

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3.3 We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the use for the new purpose is compatible with the original purpose, please contact us using the details in Section 1.

3.4 If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so, including obtaining your consent if necessary.

3.5 Information submitted in hard copy will be stored securely.

3.6 Information submitted in hard copy, along with information submitted electronically will be stored electronically to maintain a list of sports club members. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those members of the sports club who need to contact members (as per 3.1) as part of their role within the club.

3.7 We do not transfer your personal data outside the European Economic Area (EEA).

4. Will Hemyock Tennis Club share my information with anyone else?

4.1 We will keep your information confidential except where disclosure is required or permitted by law (for example to government bodies and law enforcement agencies)

5. How long will Hemyock Tennis Club keep my information for?

5.1 We will only retain your personal data for as long as necessary to fulfil the purpose of its original collection. Information on club members will be retained as long as the individual remains a member of the Club. If an individual does not renew their Club membership their data will be retained for up to three years and then deleted.

5.2 For special categories of personal data (such as medical information set out in 2.4) we will delete this data as soon as we become aware an individual is no longer a member of the Club.

6. Subject Access Requests

6.1 Any individual may contact us in writing and ask to be provided with all data the Club holds on them. They may also request that their data is deleted or corrected. A full list of rights in relation to personal information is set out below. Such a request should be made to the Data Controller (name on website) in the first instance.

7. Breach process

7.1 If at any point any club member becomes aware of a breach of this policy they should notify the Data Controller, who will investigate.

7.2 Where required by law, if this breach results in any accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, then the club will notify the Information Commissioners Office within 72 hours of it becoming known.

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8. Data Controller

8.1 We take our responsibility to manage your personal information in a transparent and secure manner seriously. The Data Controller is automatically a member of the Committee.

YOUR LEGAL RIGHTS

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 data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

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 successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.