



IFTC - Privacy Policy for Members

For the purposes of the General Data Protection Regulations ("GDPR") and UK data protection laws, the "Data Controller" is Ingatestone & Fryerning Tennis Club (the Venue) of 9, High Street, Ingatestone. CM4 9ED.

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 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 by email or via our website, 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 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);
- 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;
- Bank details where you have made a payment by bank transfer or cheque;

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, using the LTA "Clubspark" platform as applicable:

- Administration of your Venue membership, including any IFCA CIO membership;
- Administration of the Wimbledon ballot;
- Research and statistical analysis about who is playing tennis in our Venue;

- Communication about our Venue activities that we think may be of interest to you;

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:

Membership-related mailings such as your membership renewal reminder, notices of formal meetings. You may select how we communicate with you. You can update your choices and/or your contact details by contacting us by email: ingatestonetennis@hotmail.co.uk

How long your information is kept

We keep your personal data only for as long as necessary for each purpose that 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 record-keeping 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.

Definitions

A "data controller" is the individual or the legal person who controls and is responsible for the keeping and use of personal information on computer or in structured manual files.

"Personal data" means any information relating to an identifiable living person.

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 Ingatestone & Fryerning Tennis Club by email: ingatestonetennis@hotmail.co.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.