

Kinnoull Tennis Club ('KTC') – Privacy Notice for Members

What we need

KTC will be a “controller” of the personal information that you provide to us in your application, unless otherwise stated. When you register as a member of KTC (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, email address and date of birth;
- Membership category – senior, family, junior, child of senior etc;
- For children under the age of 18:
 - emergency contact details and;
 - any special care needs, dietary requirements, allergies or medical conditions that KTC should be aware of (this personal information will only be shared with the Board Members of KTC and other relevant supervising adults, as required).

When renewing your membership, your personal information will be carried forward, unless you tell us otherwise.

Why we need your personal information – contractual purposes

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

- Add you to the Membership register – to add your personal information to KTC's membership register, so you can be identified as a current member and therefore provided with core member benefits such as access to the tennis courts;
- Communication with you – to send you membership communications, primarily by email, in relation to essential membership services. These include but are not limited to information about club activities and events, coaching sessions, to play on teams and at competitions, to governance meetings (i.e. the Annual General Meeting) and to provide you with the annual membership renewal information.

If you do not provide us with all of your personal information that we need to collect, then this may affect our ability to offer you the core membership services and benefits. But you can ask KTC, to be removed from the email circulation list at any time.

Why we need your personal information – legitimate purposes

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

- 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. These may be used for promotional, education and development purposes, including appearing on our website and social media pages;
- Assist members to communicate with each other;
- Respond to and communicate with members regarding your questions, comments, support needs or complaints.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact the Club Secretary. If we agree and comply with your objection, this may affect our ability to undertake or include you in the tasks and activities noted above, for the benefit of you as a member.

Why we need your personal information – legal obligations

We are under legal obligations to process certain personal information relating to our members in the following circumstances:

- Membership Register - the Office of Scottish Charities Regulator requires KTC to keep a register of our members including their name, contact detail and years of joining. It must be retained for at least six years;

- Safeguarding – we need to check that our coaches and relevant volunteers are able to undertake regulated work with children and vulnerable adults and are under a legal obligation to process certain personal information relating to those members for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007.

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 data with

Your personal information is only accessible to Board members and other relevant supervising adults, if required, for the purposes set out above. However we may be required to share personal information with statutory or regulatory authorities and organizations to comply with statutory obligations. Such organizations include the Office of the Scottish Charities Regulator, Disclosure Scotland and Police Scotland. We may also share personal information with our professional and legal advisors for the purposes of taking advice.

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 purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How do we protect your personal information?

Your personal information is stored securely and where it is held on electronic filing systems they are on servers based in the UK.

How long we keep your personal information

We 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 six years.

Your rights

You can exercise any of the following rights by writing to the Club Secretary. 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 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;
- If you wish us to delete your personal information, you may request that we do so;
- Any requests received by KTC 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