



## LATIKA JUNIOR TENNIS CLUB

### DATA PROTECTION POLICY

#### 1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website [www.latika.co.uk](http://www.latika.co.uk) or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

#### 2. Who are we?

2.1 We are Latika Junior Tennis Club. We can be contacted at Farley Wood Community Centre, Turnpike Lane Binfield RG12 1FW, [info@latika.co.uk](mailto:info@latika.co.uk) , Phone: 07717 851696 and Email: [chair@latika.co.uk](mailto:chair@latika.co.uk) or [procoaching@btinternet.com](mailto:procoaching@btinternet.com)

#### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, parents' name(s), family address, parents' telephone numbers, parents' e-mail address(es), join date.	Managing the Member's membership of the Club. Managing the coaching weekly register. Providing information about the club activities. Contacting members if they take part in the internal tournaments or representing club in the external competitions	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.

<b>Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>
Emergency contact details	Contacting assigned contact in the event of emergency	Protecting the Member's vital interests
Date of birth / age related information	Managing coaching categories which are age related Managing age related events Providing information about club activities specific for age groups	Performing the Club's contract with the Member.
Gender	Managing gender related events Providing information about club activities specific for gender groups	Performing the Club's contract with the Member.
Medical conditions	Making sure that best care can be provided in the case of any medical emergency during club activities	Protecting the Member's vital interests
Photos and videos of Members	Publishing on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Coaches names, addresses, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering coaching and provide details of coaches to members.
Name, e-mail address and telephone number of each Club Committee member	Information published on Club's website, in the Club's newsletter and other publications where necessary including Club marketing materials, in each case as the appropriate point of contact at the Club	For the purposes of our legitimate interests in operating and promoting the Club

#### **4. How we protect your personal data**

4.1 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 Please note however that where you are transmitting information to us over the e-mail/internet this can never be guaranteed to be 100% secure.

4.3 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **5. Who else has access to the information you provide us?**

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 below.

5.2 We may pass your personal data to the Head Coach who is a service provider to Latika for the purposes of completing tasks and providing services to you on our behalf. We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for delivering the service and we have a contract in place that requires the Head Coach to keep your information secure and not to use it for his own purposes.

5.3 Tennis courts at Farley Wood are booked through the Lawn Tennis Association's booking system called 'Clubspark'. Latika JTC signs up to use the service through Bracknell Forest Council, where the council acts as the 'administrator' for the account. A limited number of Bracknell Forest Council staff have access to system, however, no personal data of tennis club members is extracted or used for any Bracknell Forest Council purposes, as documented in BFC privacy policy. We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you, providing members access to the court booking system.

#### **6. How long do we keep your information?**

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

## **7. Your rights**

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>  
0303 123 1113.  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to [membership@latika.co.uk](mailto:membership@latika.co.uk)