



Rear of Parish Hall, Little Aston Lane,
Little Aston, Sutton Coldfield. B74 3UF

Privacy Policy

Little Aston Tennis Club

Privacy Policy

About this document

Little Aston Tennis Club (the 'Club') (address: Little Aston Lane, Little Aston, Sutton Coldfield, B74 3UF) respects your privacy and is committed to protecting your personal data. The Club is the data controller for the purposes of the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any other data protection legislation applicable in the UK from time to time.

It is important that you read this policy, together with any other privacy policy we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under data protection legislation.

Data protection principles

We will endeavour to always comply with data protection laws that note the personal information we hold about you must be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about;
- kept securely.

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 on our website, when you interact with us during your time as a member in various other ways (for example, when you renew your membership, join a social/team's WhatsApp group, become a member of a committee, participate in a social tournament, participate in a local tennis league, sign up for tennis lessons etc);
- from someone else who has applied for membership or interacted with us during your time as a member (examples as above) 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, the LTA provides a list of members who are linked to the club venue or where the LTA passes on your details to us in connection with a complaint or query you have raised about our Club).

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 (email address(es), telephone/mobile numbers, postal address(es), records of communications and interactions we have had with you);
- date of birth of junior members;
- financial information: membership subscriptions and other fees/payments made by you to the club or if appropriate disbursements made by the club to you;
- certain other information which you volunteer when making use of your membership benefits.

We may also collect data about your health or medical conditions, where you have volunteered this.

How we use personal data

Personal data provided to us will be used where relevant, in accordance with any preferences you express.

We will use your personal data for the following purposes:

- administration of your Club membership, including:
 - informing you about court/facilities opening hours;
 - organisation of the club's tournaments/matches, including social tournaments;
 - requesting payment of membership fees.
- research and statistical analysis about who is playing tennis in our Club;
- communication about our Club's activities that we think may be of interest to you this may include coaching activities, social tournaments, social events and local league tournaments.

Details may be stored in paper form or electronically. These may be sent by email for the purposes described here. Therefore, information may be held by the recipient in electronic form including phones and tablets.

Promoting our Club and promoting goods and services of third parties (for example, equipment suppliers, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you; where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

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 for us to fulfil our contractual obligations to you as a member of our Club. Examples of these essential service communications are:

- records of transactions, such as payment receipts,
- membership related mailings such as your membership renewal reminder, notices of formal meetings and information about club/court closures.

You are entitled to opt-out from receipt of marketing communication at any time and free of charge. You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us by email littleastontennisclub@yahoo.com.

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below. Personal data collected and processed by us may be shared with the following third parties, where necessary:

- our volunteers (including committee member, team captains/members), for the purposes of administering your membership (including team membership if relevant) and giving you access to the membership benefits to which you are entitled;
- local inter-club leagues (i.e. as listed on mydivision.com or staffstennisleague.co.uk);
- our contractors, including coaches of LATC.

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 membership data, this means we retain it for so long as you have a valid Club membership and for a period of up to six years after your last interaction with us (for accounting, 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. 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 data (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.

Changes to our Privacy Policy

Any changes to this policy will be communicated so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Where appropriate, we may notify you by email of the changes. Please check back frequently to see any updates or changes to our Privacy notice.

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 LATC committee by email **littleastontennisclub@yahoo.com**.

If you are not happy with our response or any data processing activities, you can complain to the Information Commissioners Office (www.ico.org.uk) at: Information Commissioners Office, Wycliffe House Water Lane, Wilmslow, SK9 5AF.

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