

# MACCLESFIELD TENNIS CLUB PRIVACY NOTICE (GDPR)

## Introduction

Preservation of your private is important to Macclesfield Tennis Club and we are committed to letting you know how we use your personal information and to making only responsible use of your data. Under the General Data Protection Regulation (GDPR) law that came into effect on 25 May 2018, we need to provide you with certain details concerning how your personal data will be used and protected. This notice is to explain how we may use personal information we collect and how we comply with the law on data protection and what your rights are.

## Governance

Macclesfield Tennis Club (MTC)

The Data Protection Officer role is with the Club Secretary on the Committee.

MTC Data Protection Policy conforms with relevant guidelines from external agencies and will be reviewed on an annual basis. It is available in the Policies folder in the clubhouse and on MTC website.

## Personal data we collect

This information is held for membership administration purposes only and includes name, date of birth, address, contact details (email and phone numbers), emergency contact details (where required), medical/specific requirements information (if applicable), disability information (if applicable) and BTM number.

Financial information including bank/credit card details. These are not held by us but are collected by third party payment processors who specialise in the secure online capture of credit/debit card transactions

## Our sources of the personal data We

obtain personal data:

- Directly from you when registering to join the club or when signing up to events and activities at the club via your membership application form or our club management system.
- From someone else who has applied membership or booking details on your behalf (e.g. club coaches, Membership Secretary or family member/friends who have provided us with your details specifically for that purpose)
- From general email and phone enquiries
- From the LTA for example, aligned BTM member list, where the LTA passes on your details to us in connection with a complaint or query you have raised, or in relation to an LTA sponsored event or programme).

## Purposes for which we process personal data MTC

will process personal data for:

- Managing membership subscriptions and renewals
- Managing member contact details and enabling members to contact each other when organizing teams and matches
- Administering bookings and attendance at sport sessions
- Dealing with medical needs/specific requirements
- Supporting the delivery of sport and fitness sessions
- Training and running competitive events
- Reporting of participation and any incidents and of figures and trends (including equality and inclusion information)
- Quality and improvement monitoring
- Safeguarding purposes
- Keeping you informed about coaching activities and events at the club
- Administering the Wimbledon ballot
- Storing your details on the software platforms we use for our online member management database / court booking system. Please note that your own use of that system is subject to the Terms and Conditions and Privacy Policy published on the system's website.

## **Who we will disclose your personal data to**

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

- LTA for safeguarding matters
- Coaches and other volunteers for administrating training sessions/matches
- LTA for details of committee and volunteer roles at the club to fulfil the requirements for annual governing body registration
- Third party service providers for sending mailings e.g. Email Services, powered by FreeWebs.com, Mailchimp and Clubspark (club management system)

## **Legal basis for processing your personal data**

The legal basis for the collection and processing of your personal data is:

- Administration and programme delivery – where it is necessary to fulfil the contract that you are going to enter into or have entered into with us
- Dealing with medical needs: – where we have your explicit consent or it is in your vital interests.
- In all other cases: where it is necessary for our legitimate interests (to enable members to engage appropriately with our venue and activities and to increase participation in tennis) and it does not prejudice or harm your rights and freedoms.

## **Your right to withdraw consent**

Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.

You can update your marketing consents by e-mailing us on [info@macctennis.co.uk](mailto:info@macctennis.co.uk) and by unsubscribing from receiving our emails. To do this, click on unsubscribe at the end of our emails. Alternatively you can contact us directly (see below).

## **Location of your personal data**

MTC will keep your personal data within the European Economic Area.

## **How long we will keep your personal data for**

We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. This means we retain it for so long as you have a valid club membership and for a period of 2 years after your last interaction with us.

## **Your rights in respect of your personal data**

You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.

## **Our contact details**

email: [info@macctennis.co.uk](mailto:info@macctennis.co.uk)

website: [www.macctennis.co.uk](http://www.macctennis.co.uk)

## **Complaints**

If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the club using the above contact details. You can also contact the Information Commissioner's Office, website: [www.ico.org.uk](http://www.ico.org.uk).

