

GDPR Agreement between Meads Lawn Tennis and its Members and Volunteers

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Controller is Meads Lawn Tennis at ROMPA ("MLT") of The Pavilion, Upper Carlisle Rd.

About this document

This privacy policy explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold. This privacy policy concerns our processing of personal data of members and volunteers.

How we collect your information

We may collect your personal data in a number of ways, for example:

- from the information you provide to us when you interact to become a member or volunteer.
- during the course of your membership or engagement as a member or volunteer.

The types of information we collect;

We may collect the following types of personal data about you (and your family members and 'next of kin'/carer/guardian, where relevant):

1. Contact and communications information, including:
 - your contact details (including email address(es), telephone numbers and postal address(es);
 - contact details (through various means, as above) for your family members and 'next of kin'/carer/guardian;
 - records of communications and interactions we have had with you.
2. Biographical, educational and social information, including:
 - your name, title, gender and age range;
 - your image and likeness, including as captured in photographs taken for publicity purposes.
 - date of birth for members aged 23 and under when joining.
3. Financial information, including:
 - Gift Aid declaration information, where relevant.
4. Any other information relevant to your engagement with us that is necessary for your engagement with us. For example, safe-guarding certification where working with young people is required.
5. CCTV images of you when at or around the club. Such images will be kept for 2 weeks then deleted. They will only be accessed by a trusted member appointed by the committee when evidence about an incident is required.

The purposes for which we may use personal data we collect in connection with your engagement with us include:

- administering volunteer involvement;
- to enable to coaches to effectively run groups, holiday camps and give individual lessons;
- to pay you if you incur expenses in connection with duties at MLT;
- to investigate complaints and grievances;
- dealing with legal claims and requests, including those made under data protection law, or requests for disclosure by competent authorities; ;
- external audit and record-keeping purposes;
- in a list of opted in members for the purpose of running the Wimbledon ballot. You interact with the LTA when you register to receive a Tennis Membership Number and enter your opting in request. The only input of data from MLT to LTA is to tick a box if you have won the right to purchase a Wimbledon ticket;
- a list of members for allocation of ground passes for the International Tournament Eastbourne;
- for the use of Clubspark for court bookings. This requires that we provide a list of members to that organisation;
- for county tennis associations for the purpose of administration and recording of team events;
- NB. For the above LTA, Clubspark and county tennis uses these organisations are the Controller for GDPR purposes and they are responsible within the legislation for the legal use of your data;
- to circulate to members a list of members showing only name, telephone and email data and to display this in the clubhouse;
- to use your email, phone numbers and home address for the purpose of communicating with you regarding club business. Your email address in general communications will not be shown to the other recipients. Originals of these emails and any written communications will be kept in a central source. For the sake of clarity this does not preclude groups of members or volunteers to from openly sharing emailed information where it is agreed between them;
- to display photos of club events in the clubhouse;
- for the purposes of documenting crimes or misdemeanors (CCTV).
- naming of individuals with or without photos in external media such as the local press will only be done with your specific permission.

The basis for processing your information

We may process your personal data for the above purposes because:

- it is necessary for our or a third party's legitimate interests. Our "legitimate interests" include our reasonable interests in the efficient operation of MLT, in accordance with all relevant legal requirements;
- it is necessary to protect your or another person's vital interests (in certain limited circumstances, for example where you have a life-threatening accident or illness in the workplace and we have to process your personal data in order to ensure you receive appropriate medical attention);
- it is necessary for the establishment, exercise or defence of legal claims (for example, to protect and defend our rights or property);
- we have your explicit consent to do so
- for compliance with our legal obligations (e.g. to exercise or perform any right or obligation conferred or imposed by law in connection with the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities).
- It is necessary to protect our property from misuse or crime.

Sharing your information with others

We may share your personal data with certain third parties for the purposes set out in this privacy policy. We may share some personal data with third parties including:

- other volunteers, agents and contractors where there is a legitimate reason for their receiving the information. For example by sending a members list by email to all members and displaying it in the clubhouse for the convenience of contact between them. (This is limited to immediate contact details only)
- external auditors and legal advisers;
- when we are legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction);

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 member and volunteer data this means we keep it for as long as you have an active employment, member or volunteer relationship with us and for a reasonable period thereafter for accounting, tax reporting, record-keeping and legal reasons.

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 information (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.

If you have given your consent and you wish to withdraw it, please contact Linda Saunt using the contact details set out below.

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 rights, you may contact Linda.

- by email: meadslawntennis@hotmail.co.uk;
- by telephone: 07714 087 212;
- or by post: c/o The Pavilion, Upper Carlisle Rd, Eastbourne, BN20 7TN.

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 legislation from the Information Commissioner's Office website available at www.ico.org.uk.