



## Privacy Policy

This Privacy Policy explains how Montrose Tennis Club uses any personal information that we collect about you.

### Why do we collect information about you and what information do we collect?

We collect, store and use information about you in order to deliver our services to you. We collect this information when you:

- join Montrose Tennis Club
- sign up to receive emails
- contact us by email
- give us your details at an event
- work with us in a professional or voluntary capacity, e.g. on projects, consultations or committees

The information will include your name, address, email address and telephone numbers. For children we will collect other information about you such as your parent's or guardian's contact details, date of birth, gender, information about health conditions and school. We may also collect your British Tennis Membership (BTM) number.

### How will we use the information about you?

We collect information about you in order to process your requests such as membership renewals, coaching for you or your children, leagues and local competitions, newsletters, managing your enquiry or managing your participation and safety in one of our activities or events. Please bear in mind that if you do not allow us to process your information then we will not be able to carry out the tasks above for your benefit.

In some cases the provision of personal data is a contractual and/or statutory requirement if you wish to engage with Montrose Tennis Club in a certain way. For example working as a coach or volunteering with children and/or vulnerable adults has a statutory requirement for a criminal records check to be undertaken for safeguarding purposes. In these cases if you do not provide certain personal data then we may not be able to work with you.

We process personal information for legitimate interests and business purposes, which include the following:

- To identify or prevent fraud
- To fulfill a legal obligation
- To provide communications, including emails, which we think will be of legitimate interest to you

When we process your data, we will keep your personal data rights in high regard and will take account of these rights. You have the right to object to our processing of your personal data and to be removed from our system. Whenever we communicate with you, we will provide you with the opportunity to unsubscribe so that you receive no further communication from us.

### How is your information stored?

We hold your information in hard copy and electronic formats. We take reasonable steps to protect the personal data collected against loss, misuse, unauthorised use, access, inadvertent disclosure, alteration and destruction. However, no network, server, database, internet or email transmission is ever fully secure or error free so you should take care in deciding what information you send to us when disclosing personal information.

## **For how long will we keep your information?**

We will hold your personal data for the duration of your membership and for 28 days following your membership's lapse.

## **Who do we share your information with?**

Unless we are required to do so by law, we do not share your personal data with any third parties. We do not share your information for marketing purposes with other organisations or companies. We may share your information with partners in order to fulfill your requests. For example, we may share your information with a competition organiser if you have taken part in a club event and qualify for a regional event.

When we share data with external evaluators or provide reports to potential or existing funders, the information will be anonymised. Your personal data is not shared.

If there is an occasion on which we would like to share your personal data with a third party, we will always let you know and will obtain your consent before doing so.

We will always contact you for permission before sharing your personal details with any third party organisation apart from those required by law.

## **Photography**

We may use photos in publicity materials, newsletters, blogs, our website and displays. If the photos are taken at large or public events, you will be verbally given the opportunity to opt out before the photos are taken. If we use a photographer to do a photo shoot, your consent will be requested before your photo is taken.

## **How can you access, update or remove your information?**

To request a copy of the information we hold about you, correct or update any information about you, unsubscribe from our services, object to us processing your data or remove any information about you from our records, please contact us at [montrosetennisclub@gmail.com](mailto:montrosetennisclub@gmail.com).

## **What are your rights?**

Under the General Data Protection Regulation (effective from 25 May 2018) you have the following new rights relating to data protection:

- The right to be informed
- The right of access
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision-making and profiling

You can find more information about these on the Information Commissioner's website <https://ico.org.uk/>

## **How can you make a complaint?**

If you would like to make a complaint about our collection or use of data, the UK's independent authority set up to uphold information rights in the public interest and data privacy for individuals is the Information Commissioner's Office <https://ico.org.uk/>