

## Mortonhall Tennis Club – Privacy Statement

### What we need

Mortonhall Tennis Club will be a controller of the personal information that you provide to us when you join us either via email, Clubspark or paper application.

Mortonhall Tennis Club is managed by a committee of volunteers and affiliated to the East of Scotland Lawn Tennis Association (ESLTA).

When you register as a member of Mortonhall or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- Contact details - name, address, email address, telephone number, date of birth
- Membership category - playing member, parent/guardian
- In the case of children under 18-any medical conditions or allergies that the club/coach should be aware of including details of medication that must be administered

### Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- Provide core member services
- Set up your online membership account via Clubspark
- Send you membership communications by email in relation to essential member services, including but not limited to, membership fees and renewals, information on club events and general meeting notices

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

### Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in the sport of tennis by sending members' communications for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;

- provide competition in the sport of tennis by accepting and managing entries for Mortonhall Tennis Club and ESLTA competitions and checking your personal information to ensure you are entered into the correct category;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to tennis. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at [mortonhalltennis@gmail.com](mailto:mortonhalltennis@gmail.com). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

### Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

### Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

We publish the results of our internal club tournament on our website. This will include the members' name, age group (where relevant) and result.

## How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK. Parental consent forms are kept securely within the clubhouse. Your personal information is only accessed by our committee for the purposes set out above.

## How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 3 years.

## Your rights

You can exercise any of the following rights by writing to us at [mortonhalltennis@gmail.com](mailto:mortonhalltennis@gmail.com)

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Mortonhall Tennis Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)