

New Mills Tennis Club

General Data Protection Regulation



GDPR Privacy Notice

Introduction

New Mills Tennis Club ['the Club'] is committed to protecting your personal information and respecting your privacy. This privacy policy sets out how New Mills Tennis Club uses and protects any information that you give New Mills Tennis Club.

For the purpose of the General Data Protection Regulation, [the GDPR], the data controller is New Mills Tennis Club whose registered office is Church Rd, New Mills, High Peak, SK22 4NU.

This privacy policy applies to all activities and services offered directly by the Club but excluding commercial coaching that takes place on New Mills Tennis Club courts provided by a third party.

We may update this Privacy Notice from time to time. Any changes we make in the future will be posted on our website. Please check back regularly to see any updates or changes to this Policy. This policy is effective from 1st April 2018.

Data Protection Contact

The contact details for our Membership Secretary for any Data Protection queries is new.mills.tc@gmail.com

Data Protection Principles

We shall comply with Data Protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

Particulars of processing

We process personal data about past and present members and people who enquire about membership of the tennis club.

What we collect

You may give us information about you and family members by filling in our membership application forms, competitive and other event entry forms, or any other paper based forms. You may also provide information to us by phone, text or email.

We shall collect personal identification information from members, prospective members, and users of the club's facilities only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain activities or from using some of the services.

Your rights as a data subject

It is important that we tell you your rights that you have as a data subject under the General Data Protection Regulation – these are set out below.

The General Data Protection Regulation provides the following rights (subject to some exemptions):

1. The right to request access to the personal data that we hold about you.
2. The right to request rectification of the personal data that we hold about you.
3. The right to request erasure of the personal data that we hold about you.
4. The right to request restriction of processing about you.
5. The right to object to processing.
6. The right to data portability.

If at any point you believe the information we process on you is incorrect, incomplete or out of date then please let us know and we will make sure that your data is corrected.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Membership Secretary.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

How we will use information about you

We will only use your personal information when the law allows us to. We require this information to understand your needs and provide you with a better service, and in particular for the following reasons advise up of Club events and offers and to provide you with the membership benefits you have subscribed for.

We may use the information to analyse the demand for club activities. We may periodically send promotional emails about new events, special offers or other information which we think you may find interesting using the email address which you have provided.

We will generally process your personal data for contractual necessity in providing membership services and events. We may also use personal information for additional relevant and related purposes where you might reasonably expect us to do so, where the benefits of doing so are not outweighed by your own interests or fundamental rights or freedoms. The law calls this the "Legitimate Interests" condition for processing. This may include:

- To maintain our records and other administrative purposes, including updating your details and preferences.
- To assist with queries, complaints and dispute resolution;
- Communications related to membership and invitations to participate in events.
- Upholding our club constitution and taking action in cases where there is a breach of the Club's Codes of Conduct.
- Where we need to comply with a legal obligation. We will ask for your direct consent IF we intend to use your personal data for marketing purposes. We shall send you emails to:
 - provide details of news and events about the Club and or its services;
 - send you details about renewal of your membership by email;
 - send you occasional questionnaires relating to the Club.

Where our processing of personal data is based on your having given consent, you have the right as a data subject to withdraw that consent at any time. If you wish to invoke this right, please notify the Membership Secretary using the contact details above.

Sensitive Personal Data

We may ask for details of you and your child's health to ensure the well-being of your child which we shall share with commercial coaches using our courts. Apart from this the Club will not collect sensitive personal data except where required to by law.

Photographs and videos

The Club may take photographs or videos events and these may be published on the Club website, social media platforms etc., or be displayed at the Club. We will not display such material unless we have the written consent of an adult or written parental permission of a child.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Cookies

We do not currently use cookies should this policy change shall display a notice on our website. (A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, cookies allow web

applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.)

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Changes to this privacy policy

The Club may update this privacy policy. When we do, we will post a notification on the main page of our website with the date of the revision. We encourage users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect.

Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at: New Mills Tennis Club, Church Rd, New Mills, High Peak SK22 4NU or new.mills.tc@gmail.com

This document was last updated on 1st April 2018.

ANNEX

This Annex sets out the New Mills Tennis Club's processing of personal data relating to members and people enquiring about membership

What personal data do we process?

Members

- Name
- Address
- Email address
- Telephone numbers
- Emergency Contact Number
- Date of Birth
- Membership category
- Amount and date membership fee paid
- Tennis activities member is interested in (Social/Team/Children's Coaching/Adult Coaching)
- Any declared medical conditions
- Permission to use member's photograph on website
- Permission to use child's photograph on website
- Acceptance of Club's Code of Conduct
- Acceptance of Club's Privacy Policy and marketing preferences
- How member was aware of New Mills Tennis Club (Website/Friend/Newspaper/Existing Member/Open Day)

People enquiring about membership

- Name
- Address
- Email address
- Telephone numbers
- Tennis activities prospective member is interested in (Social/Team/Children's Coaching/Adult Coaching)
- How prospective member became aware of New Mills Tennis Club

Where do we obtain your personal data from?

Most of the above personal data is received direct from you (the data subject) or from family members.

Why do we process your personal data and what is the lawful basis?

Purpose	Lawful basis
Provision of membership services including administration and transactional communications relating to membership	Contractual Necessity
Upholding the Club/society Rules and Code of Conduct	Contractual Necessity
Contacting you by email to provide related information and information /marketing communications	Consent

We also process personal data for the Club/society's legitimate interests as we have outlined in the main Privacy Notice above. Please be assured that we will always take account of your personal data rights in doing so.

How long do we hold your personal data for?

Personal data will be retained in accordance with statutory requirements, and the club's retention policy.

Past and prospective members data will be held for five years.

Current members are required to update their details annually, their data will be held while they remain members of the club.

Are you obliged to provide us with your personal data?

You are not obliged to provide the personal data in question. However, if you do not provide the personal data, we will be unable to perform any contract we have with you for the provision of membership or event services.

Do we use your data for any automated decision-making?

No personal data is processed for automated decision-making