

Pangbourne & District Tennis Club Privacy Policy

Pangbourne and District Tennis Club takes the privacy of members' personal information seriously.

Information we hold:

The personal information the club holds includes name, address, email address, home phone number and mobile number. This information is held on the LTA's Clubspark platform and is also securely held as a file on the club's secure Google Drive. A small number of committee members have access to this information, including the chairman, treasurer, secretary, IT officer and junior coaching coordinator.

Email addresses are used by the Clubspark platform to manage membership, coaching and booking schedules and reminders. Email addresses are also used by Committee members for additional ad hoc communication to members. Mobile phone numbers are used to communicate with members using the messaging application WhatsApp (sign up is encouraged but optional).

How we use the information:

The information held will be used for the following purposes:

Membership and club management

- Processing of membership forms and payments
- Share data with committee members to provide information about club activities, membership renewals or invitations to social events
- Publishing match and competition results
- Website management
- Sharing data with the LTA regarding British Tennis membership and the Wimbledon ballot

Marketing and communications

- Sending club information to members e.g. announcing events and programmes

Management of coaching sessions and team fixtures

- Share data with club coaches and administrator of coaching sessions
- Share data with club team captains to enter events
- Share data with local leagues, Berkshire LTA and other competition organisers for entry into events

Data retention policy:

Personal information provided by members will be retained for three years after the date of joining the club or the last renewal of membership.

This information will be used to contact members with regard to membership renewal and club events which are open to non-members.

Information relating to junior coaching will be deleted/destroyed at the end of each season.

Other information:

The privacy policies of the third-party platforms are available from these links:

[Clubspark](#) - [Google Drive](#) - [WhatsApp](#)

Last reviewed March 2023