## Penallt & District Tennis Club Privacy Policy

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is PENALLT & DISTRICT TENNIS CLUB

#### About this document

This privacy policy sets out the way we process your personal data and we have created this privacy policy to make sure you are aware of how we use your data as a member of our tennis club.

#### How we collect your information

We collect your personal data directly when you fill in the annual membership form or when you advise us from time to time of any changes.

#### The types of information we collect

Your names and contact details (including email addresses, telephone numbers and postal addresses) and dates of birth for juniors.

#### How we use personal data

We store your personal data on the computers of the Membership Secretary and the Chairman of the Club

We use your personal data for the administration of the club including:

- Communicating with you about your membership and club activities that we think may be of interest to you
- Providing you with information about the courts and other facilities
- Providing the LTA with statistical analysis about who is playing tennis at our club

We share your personal data with officers and other members of the club only where it is beneficial for the smooth running of our activities, including:

- Tournaments, leagues and other competitions
- Group coaching
- Team tennis

# We will only share your data with outside organisations or people when they are locally based and provide tennis related services.

Very occasionally we use your data to communicate local events or opportunities that we believe may be of interest,

### How long your information is kept

We retain your personal data for so long as you have a valid membership and for a period of six years thereafter (for record keeping and accountancy purposes) unless you request otherwise.