

# **ROCHDALE TENNIS CLUB**

## **Privacy Policy**

**November 21**

This privacy statement discloses the privacy practices for data collected from members by Rochdale Tennis Club (the club). We describe the type of information collected and how we use it. We use consent as the basis for processing data and the marketing of news, events and activities relevant to the club.

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR). The information we collect consists of the names, addresses, telephone numbers and emails of members.

### **2. Who are we?**

The committee of Rochdale Tennis Club is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

Rochdale Tennis Club complies with its obligations under GDPR by keeping personal data up to date, by storing and destroying it securely; by not collecting or retaining excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- a) to enable us to provide a service for the benefit of members
- b) to administer membership records
- c) to promote the interests of the club
- d) to maintain our own accounts and records
- e) to inform you of news, events and activities involving the club
- f) to inform you when your subscription is due for renewal

### **4. What is the legal basis for processing your personal data?**

Explicit consent of the data subject so that we can keep you informed about Rochdale Tennis Club news, events and activities and other related events.

Processing is necessary for carrying out legal obligations in relation to membership activities, subscriptions and club activities.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with Rochdale Tennis Club officials and members in order to facilitate purposes connected with the club. If you play on the club teams your data may also be shared with members of the leagues in which you are playing. We may also share your data with the All England Tennis Club or their associates if you request Wimbledon tickets through the Rochdale Tennis Club.

We will never share your data with other third parties without your explicit consent.

## **6. How long do we keep your data?**

We will keep your data for a period of three years after you leave the club after which time it will be deleted.

## **7. Your rights to request data from us.**

If you want to know if we are processing any of your data and/or would like to request to see the data we hold about you please contact the email address below and we will send the information to you within one month of your request.

## **8. Right to Opt Out**

You can change your preferences at any time and opt out of receiving all or some of our communications with you.

To do this please contact: [rochdaletennisclub@gmail.com](mailto:rochdaletennisclub@gmail.com)

## **8. Right to be forgotten**

Should you wish your data to be deleted entirely from our databases please contact a member of the committee – details below. Your data will be removed unless the club is required to retain them to comply with legal obligations.

## **9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **10. Contact details**

To exercise all relevant rights, queries or complaints please see contact details below.

## **11. Changes to the Privacy Policy**

The club reserves the right to update this Privacy Policy and will post those changes on this page. Please check back regularly for updates.

## **12. Questions**

For questions about this privacy statement contact the committee at:

Rochdale Tennis Club  
c/o 9 Hawthorn Road  
Rochdale  
OL11 5JG  
Tel: 07732 483262  
email: [rochdaletennisclub@gmail.com](mailto:rochdaletennisclub@gmail.com)