

SHENSTONE TENNIS CLUB

UK GDPR (General Data Protection Regulation) – Privacy Policy

What is UK GDPR?

UK GDPR is a regulation that applies in conjunction with the Data Protection Act 2018. It applies to all organisations in the UK that hold or manage data that are personal to individuals and requires them to implement reasonable measures to protect that data against loss, exposure or misuse. This regulation replaces the EU GDPR that was adopted in the UK from 25th May 2018 but ceased to apply after 30th December 2020.

Shenstone Tennis Club

Shenstone Tennis Club is a not-for-profit and unincorporated community tennis club that takes your privacy seriously and will only use your personal information to administer your club membership account and to provide you with information in respect of club activities and events.

Your email address will be used for sending our newsletters, membership renewal requests, court booking confirmation/reminder emails and other general circular emails relating to the club. It will not be released to any third party nor used for any form of external or non-club marketing purposes.

What personal information do we hold about you?

We maintain a register of club members and this includes the member's name, address and telephone number/s (where provided by the member). In addition we maintain a register of email addresses (where provided by the member). Names, addresses, telephone numbers and email addresses constitute the 'contact details' that we hold. These 'contact details' are not shared with any third party nor used for any form of non-club marketing purposes.

Besides the 'contact details' described above we do not hold any other personal information about you, such as financial or health related information.

The 'contact details' we hold are held and managed by Club Spark which is a portal and tennis club management system developed and managed by the LTA (Lawn Tennis Association). Club Spark acts as an 'administrative umbrella' for community tennis clubs. Club Spark's Privacy Policy can be accessed at: <https://clubspark.net/PrivacyPolicy>.

We use Club Spark's management system to deliver our newsletters, membership renewal requests and other general circular emails. Emails with the annual membership renewal request are sent personally to the member concerned. Club Spark provides statistics about the opening rate of these emails and we use these to monitor and improve our club's membership offering. For more information about this service please see Club Spark's privacy policy (as shown in the preceding paragraph). You can unsubscribe from receiving emails at any time by clicking the unsubscribe link at the bottom of each email. By unsubscribing however you will not receive our newsletters, general circular emails or court booking confirmation/ reminder emails.

What rights do we have to process your information?

Shenstone Tennis Club has the right to process your information according to UK GDPR Article 6 (1) (f) (Data Protection Act 2018): “processing is based on legitimate interests”.

How long do we hold your information?

Your contact details are retained while you are a member of the club and for two years thereafter (to assist lapsed members who wish to re-join the club). If you lapse your membership and wish us to immediately delete all contact details held you can email us at the email address shown at the foot of this policy document.

Access to your information and correction of information

You have the right to request a copy of the information that we hold about you and can request this by letter or email (details shown at the foot of this policy document).

We want to be sure that the contact details we hold are accurate and up to date. You can ask us to correct or remove any information that you think is inaccurate.

How do we safeguard your information?

Our records, including the ‘contact details’ we hold for you, are held by Club Spark on a securely encrypted basis and are backed up on a secure server. These records are not accessible by any third party.

Website

The ‘member’s area’ of our website (www.clubspark.lta.org.uk/ShenstoneTennisClub) is only accessible to members and not to third parties. Upon joining the club new members will be asked to create a user account and should then respond to an automated email which creates a password and allows a user account to be created. This includes access to the electronic court booking system. The website contains documents and information relating to the club (such as our Safeguarding Policy and Diversity & Inclusion Policy). It does not make any personal information nor any ‘contact details’ accessible to other members nor to any third parties.

How to contact us

Please contact us if you have any questions about our privacy policy or wish to request a copy of the personal information that we hold about you. Please either write to us or email us as shown beneath:

By letter to: The Chairman, Shenstone Tennis Club.
C/O 14 Fotherley Road, Shenstone, Staffordshire, WS14 0NJ.

By email to: shenstonetennisclub@gmail.com