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## TENNIS

### **SOMER VALLEY TENNIS PRIVACY & DATA PROTECTION POLICY**

Somer Valley Tennis ("the Club") is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data the Club collects from you, or that you provide to the Club, will be processed by the Club.

(The ClubSpark Terms and Conditions, Privacy Policy and Terms and Conditions for Members set on the website [clubspark.lta.org.uk](http://clubspark.lta.org.uk) detail how Sportlabs Technology Ltd ("Sportlabs") and/or the LTA will use any personal data you provide as part of the membership application process on that website. The Club is not responsible for such use.)

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By joining Somer Valley Tennis you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 2018 (the **Act**), the data controller is Somer Valley Tennis of Writhlington Tennis Centre, Knobsbury Lane, Writhlington, Radstock BA3 3NQ.

Our nominated representative for the purpose of the Act is **Amanda Stonier (Chair)**

### **DATA PROTECTION OFFICER**

Somer Valley Tennis is not required to appoint a DPO under UK GDPR but hope to appoint a volunteer in the role from February 2023. The volunteer will perform the same duties as if we were required to appoint a DPO.

The DPO will report to the Trustees/Chair of the Committee and be involved in all aspects of protecting our personal data, including (but not limited to);

- Monitoring compliance with the UK GDPR, other data protection laws our data protection policies, raising awareness and training.
- Monitoring our social media channels for GDPR compliance.
- Will be involved in a timely manner, in all issues relating to the protection of personal data.
- Acting as a point of contact with the Information Commissioners Office



- Monitor compliance with the appropriate Data Protection legislation, to deal with Subject Access Requests, and to respond to Data Protection queries from staff members and service recipients

## **INFORMATION WE MAY COLLECT FROM YOU**

The Club may collect and process the following data about you:

- **Information you give the Club.** You may give the Club information about you by filling in forms on the website [http://clubspark.lta.org.uk/SomerValley Tennis](http://clubspark.lta.org.uk/SomerValleyTennis) (**our site**) or by corresponding with the Club by phone, WhatsApp, e-mail or otherwise. This includes information you provide when you register to use our site and when you report a problem with our site. The information you give the Club may include your name, address, e-mail address, phone number, date of birth, age, gender and whether you are in full-time education.

## **USES MADE OF THE INFORMATION**

- The Club will use this information to carry out our obligations in administering membership of the Club, arranging matches, tournaments, club nights and other social events and related purposes.

## **WE WILL OBSERVE THE FOLLOWING 6 PRINCIPLES WHERE YOUR DATA WILL BE:**

- Processed lawfully, fairly, and in a transparent manner.
- Collected for specified, explicit and legitimate purposes.
- Adequate and limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and kept up to date.
- Kept no longer than is necessary for the purposes for which the personal data was collected and processed.
- Subject to appropriate security measures, both technical and organisational, to protect the personal data from unauthorised or unlawful processing, accidental loss or release, destruction or damage.

## **DISCLOSURE OF YOUR INFORMATION**

- The Club may share your personal information with any club official/event organiser where it is reasonably necessary for the administration of the Club.
- The Club will only disclose your personal information to external/third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in
- order to enforce or apply our or ClubSpark's terms of use; or to protect the rights, property, or safety of Somer Valley Tennis, our members, or others.
- If we are under a duty to disclose/share your data we will endeavour to notify you first, unless legally instructed otherwise.



## **WHERE WE STORE YOUR PERSONAL DATA**

All contact information you provide to the Club is stored on Clubspark servers or on the electronic devices (computers, Tablets, mobile phones) of Club committee members and Club officials.

When a Club committee member or Club official resigns, they will complete a declaration that any Club member data held by them has been removed from their personal devices.

Your financial information (bank account and Direct Debit details) will not be stored by the Club or Sportlabs. Sportlabs use a payment service provider who has been audited by a PCI-certified auditor, and is certified to PCI Service Provider Level 1. This is the most stringent level of certification available.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site or by email to other Club members; any transmission is at your own risk.

## **YOUR RIGHTS**

The Club does not intend to use your data for indirect marketing purposes or to disclose your information to any third party for such purposes. The Club may from time to time market Club events, membership offers and club merchandise.

Individuals also have the right under the UK GDPR to know what a Venue is doing with their personal data. In addition, they have the following specific rights:

- Right to request access to their personal data (commonly known as a "data subject access request"). They have the right to receive a copy of the personal data that the Venue holds on them.
- Right to request correction of their personal data. A Venue may need to correct any incomplete or inaccurate information that it holds.
- Right to request erasure of their personal data. An individual can ask a Venue to delete or remove personal data where there is no good reason for it continuing to process it.
- Right to object to processing of their personal data in certain circumstances.
- Right to request the restriction of processing of their personal data in certain circumstances.
- Right to request the transfer of their personal data to another party.

## **ACCESS TO INFORMATION**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## **CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.



## CONTACT

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact us at [info@somervalleytennis.org.uk](mailto:info@somervalleytennis.org.uk)

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).



Signed.....

*Amanda Stonier*  
**Chair of Somer Valley Tennis**  
**January 2023**

