

## **Spital Bowling and Tennis Club Ltd**

### **Privacy Statement**

#### **Introduction**

Spital Bowls and Tennis Club ('the club') intends to control any personal information we collect from our members and visitors responsibly and lawfully. The purpose of this statement is to tell you what information we collect about you, how we use and protect that information, and with whom (if anyone) we share it.

The person in the club who is the nominated data controller is Andrew Flynn ([aflynn@ntlworld.com](mailto:aflynn@ntlworld.com)), a director of the club.

#### **What data we collect and why**

We maintain a list of club members as well as those who participate in coaching programmes and events at the club. This contains basic information which enables us to administer your membership and communicate with you about your membership and events at the club.

The personal details we store are limited to: Name, postal address, e-mail address, contact telephone number, date of birth and gender.

We also keep records associated with your membership status and role, which includes dates of joining the club, payment of fees and keyholder status.

We keep records of consents given at the time of joining the club and membership renewal: for inclusion in our newsletter distribution list; and to allow your name and image to feature in public promotions on our website, social media pages and local news media.

This information is collected on the Clubspark website (<https://clubspark.lta.org.uk>) which is provided and managed by the Lawn Tennis Association (LTA).

When you use the Clubspark website you do so under the [terms and conditions](#) and [privacy policy](#) of that site.

#### **How long we keep this information**

We keep this information while you are a member of the club and/or are a participant in coaching programmes or events at the club, and for 12 months afterwards unless you ask us to either remove your details or to keep them.

#### **Who we share your data with**

When you register on the Clubspark website your information is shared with the LTA, enabling you to create a profile with the LTA associated with the club and to have access to the associated benefits.

Your data may be disclosed to club directors and committee members to permit communication about events and activities at the club.

If you choose to be added to any of the club WhatsApp groups your telephone number and/or e-mail will be visible to other members in those groups.

Your name and contact information may be shared with officials at other clubs and groups, leagues and tournament organisers if you participate in activities with other clubs.

For purposes of promoting the club we post information about our activities on our club website and social media sites. This may feature named individuals and include images and

video clips of identifiable individuals who have given consent for their image to be used in this way.

Information shared with third parties such as those mentioned above is subject to the privacy policies of those apps and services.

### **Consent**

You are free to withdraw your consent for the club to process your information at any time. To do so please contact the data controller in writing (by e-mail or letter).

### **Your rights**

You have the right to request access to your personal information by contacting the above-named data controller: to know what data is held, to have inaccuracies corrected, and for it to be deleted or its use restricted. You may also be able to object to any processing and request that your information is transferred to another data controller. You also have the right to complain to the Information Commissioners Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you believe we have dealt with your request inappropriately.

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