

ST SERFS LTC – PRIVACY NOTICE

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is St Serfs Tennis Club ("club") of 47 Clark Road, Edinburgh EH5 3BB.

About this document

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

How we collect your information

We may collect your personal data in a few limited ways, namely:

Directly from you, when you fill in an application form for membership, when you make enquiries on our website, when you provide information via the club's management software or court booking system (Clubspark) or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons).

From someone else who has applied for membership on your behalf (for example a family member or your coach who has provided us with your contact details for that purpose).

The types of information we collect

We may collect the following types of personal data about you:

Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you).

Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings or making use of other club facilities).

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a club social event or a course/camp.

Why we need your personal information

We need to collect our members' personal information so that we can manage your membership. We will use your personal information to send you communications in relation to membership services, including but not limited to, membership renewals. If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services.

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in tennis by sending members' communications and booking information for upcoming competitions or events. Our competitions or events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional purposes.

- provide competition in tennis by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to tennis. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on stserfssecretary@gmail.com. If we agree and comply with your objections, this may affect our ability to undertake the tasks above for the benefit of you as a member.

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisers for the purposes of taking advice.

As an affiliated club of Tennis Scotland, we will share your name and membership category with East of Scotland Tennis who will become a controller of your personal information when they receive it. LTA's privacy notice explains how they use your personal information and can be accessed at <https://www.lta.org.uk/about-the-lta/policies-and-rules/privacy-policy/>.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our committee members and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.

How long we keep your personal information

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid club membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your Rights

You can exercise any of the following rights by writing to us at stserfssecretary@gmail.com.

Your rights in relation to your personal information are:

- You have the right to request access to the personal information that we hold about you by making a “subject access request”;
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- You have a right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.
- Any requests received by St Serfs LTC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk.