



Stepps Lawn Tennis Club Members' Privacy Policy

What We Need

Stepps Lawn Tennis Club was established in 1907 and opened in 1908. It is situated on Lenzie Road, Stepps and run by a committee elected by members. It is registered as a Scottish Charity (No SCO41417) and is registered with the Lawn Tennis Association (LTA). Stepps Lawn Tennis Club will be the “controller” of the personal information that you provide to us on our membership form, unless otherwise stated.

Members' Personal Data

When you register as a member of the Club or renew your membership, including if you are registering or renewing on behalf of a child under the age of 18, we will ask you for the following personal information:

- Contact details – Name, date of birth, address, email address, contact numbers.
- Membership category – Senior, Intermediate Senior, Young Senior, Senior Citizen Summer, Family, Junior, Junior Parent.
- Health/care information – For all membership categories, any information, e.g. diabetes, asthma, allergies, which may affect a member's safety when at the Club and which the Club should be aware of.

As part of the registration process, this information may be collected using online mechanisms, e.g. Google Forms. None of this personal data will be sold to third parties. Your data will be used only for Stepps Lawn Tennis Club membership related activities.

Volunteers' Personal Data

When you volunteer for a role at Stepps Lawn Tennis Club, we will ask you for the following personal information:

- Contact details – Name, date of birth, address, email address, contact numbers.
- Membership category – Senior, Intermediate Senior, Young Senior, Senior Citizen Summer, Family, Junior, Junior Parent.

Why We Need Your Personal Information – Contractual Purposes

Members' Personal Data

We need to collect our members' personal information so that we can manage your membership. This information requires to be entered into our Clubspark website so we can use it to:

- provide you with core member services, including for example, court booking, insurance, licensing, voting, etc.
- send you membership communications by email, text or post in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees' information, club news, team information, event news.

If you do not provide us with the personal information that we need to collect, then this may affect our ability to offer full membership services and benefits.

Participants' Personal Data

When you book a place with us through our Clubspark website to attend a coaching course or enter a competition, we need to collect your personal information so that we can honour your booking and enable you to participate in the course or competition. None of this personal data will be sold to third parties. Your data will be used only for Stepps Lawn Tennis Club course or competition related activities.

If you do not provide us with the personal information that we need to collect, then this may affect our ability to manage your booking and participation.

Why We Need Your Personal Information – Legitimate Purposes

Members' Personal Data

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

- promote and encourage participation in Tennis by sending members' communications about the Club. Our competitions and 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, education and development purposes.
- provide competition in Tennis by accepting and managing entries for our competitions/events and checking your personal information to ensure you are entered into the correct category.
- monitor and develop participation in Tennis by monitoring members' engagement and participation and inviting our members to participate in surveys for research and development purposes.
- invite our members as award winners or guests to any awards ceremony, who we will then contact by email.
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/child protection requirements.
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Tennis.

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 processes, please contact us on presidentsteppstennis@gmail.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Volunteers' Personal Data

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your

PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

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 processes, please contact us on presidentsteppstennis@gmail.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why We Need Your Personal Information – Legal Obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants for the purposes of complying with our obligations under:

- the Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member.
- 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.
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other Uses of Your Personal Information

If we require to process your personal information for additional purposes, we will ask you and 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

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Tennis Scotland and Tennis West of Scotland for promotional and/or journalistic purposes.

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 and vulnerable adults.

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

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 purpose and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Lawn Tennis Association Members' Personal Data

As a registered club of Tennis Scotland and the Lawn Tennis Association, members can become LTA Advantage members. This is required for all team playing members. The Lawn Tennis Association will become the controller of this personal information when they receive it. The Lawn Tennis Association's Privacy Policy explains how they use your personal information and can be accessed at www.lta.org.uk.

How We Protect Your Personal Information

Your personal information is stored on the ClubSpark website on a secure server. This information is only ever accessed by our volunteers for the purposes set out above.

How Long We Keep Your Personal Information

Members' Personal Data

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for two years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Stepps Lawn Tennis Club and for how long. We need to do this to in the event of a claim against Stepps Lawn Tennis Club.

Changes To This Privacy Notice

We reserve the right to update this privacy policy at any time, and we will provide club members with access to the revised copy through the website and the clubhouse Policies folder. We may also notify you in other ways from time to time about the processing of your personal information.

Your Rights

You can exercise any of the following rights by writing to us at Stepps Lawn Tennis Club, Lenzie Road, Stepps, G33 6DX or contacting us on presidentsteppstennis@gmail.com.

Your rights in relation to your personal information are:

- you have a 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.
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Stepps Lawn Tennis Club will be considered under applicable data protection legislation. If you remain dissatisfied with the Club's response, you have the right to raise a complaint with the Information Commissioner's Office at ico.org.uk.