



# Sutton United Tennis Club

**Web Address: [www.suttonunitedtennisclub.co.uk](http://www.suttonunitedtennisclub.co.uk)**

You may already know that the data protection laws are being updated by the new General Data Protection Regulations (GDPR). Sutton United Tennis Club holds and uses personal data of individuals and therefore must comply with the GDPR.

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Sutton United Tennis Club (the "Club") of Tamworth Road Sutton Coldfield, B75 6DG.

## **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 tennis 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 for membership, when you make enquiries on our website, or when you interact with us during your time as a member in various other ways (for example, when you renew your membership, join our winter league, become a member of one of our teams, enter a competition, sign up for a course or lessons);
- From someone else who has applied for membership or interacted with us during your time as a member (examples as above) on your behalf (for example a family member or your tennis coach who has provided us with your contact details for that purpose);
- From the LTA (for example, the LTA provides a list of members who have opted into the Wimbledon ballot, where the LTA passes on your details to us in connection with a complaint or query you have raised about our Club).

## **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);
- Date of birth of junior members.
- Financial information; membership subscriptions and other fees/payments made by you to the club or if appropriate disbursements made by the club to you ;
- Certain other information which you volunteer when making use of your membership benefits.

We may also collect data about your health or medical conditions, where you have volunteered this

### **How we use personal data**

Personal data provided to us will be used where relevant, in accordance with any preferences you express.

We will use your personal data for the following purposes:

- Administration of your Club membership, including:
  - informing you about court / facilities opening hours;
  - organisation of the club's teams/ matches, including winter league.
  - requesting payment of membership fees;

- Administration of the Wimbledon ballot;

where this is necessary for the performance of a contract (including any written terms and conditions relating to your membership) with you;

- Research and statistical analysis about who is playing tennis in our Club;
- Communication about our Club activities that we think may be of interest to you this may include coaching activities run by our coaches Sutton United Coaching Ltd;
- Details may be stored in paper form with electronic summaries. These may be sent by email or text for the purposes described here. Therefore may be held by the recipient in electronic form including on phones and tablets

Promoting our Club and promoting goods and services of third parties (for example, equipment suppliers, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you;

where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

## Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our Club. Examples of these essential service communications are:

- Records of transactions, such as payment receipts
- Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about club/court closures and holiday opening hours.

**Opt-Out** – you are entitled to opt-out from receipt of marketing communication at any time and free of charge. You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: Paul Robinson 07976 375461

Email: [suttonunitedtennisclub@gmail.com](mailto:suttonunitedtennisclub@gmail.com)

Post: Sutton United Tennis Club, Tamworth Road, Sutton Coldfield, B75 6DG

## Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our volunteers (including committee member, team captains/members), for the purposes of administering your membership (including team membership if relevant) and giving you access to the membership benefits to which you are entitled.

- Our contractors and suppliers, including coaches Sutton United Tennis Coaching Ltd.

## How long your information is kept

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 up to six years after your last interaction with us (for accounting, and record-keeping purposes).

## Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

## Changes to our Privacy Policy

Any changes to this policy will be communicated so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Where appropriate, we may notify you by email of the changes. Please check back frequently to see any updates or changes to our Privacy notice.

## Contact and complaints

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 [Paul Robinson]:

- by email: [suttonunitedtennisclub@gmail.com];
- by telephone: [07976 375461];
- or by post: [Sutton United Tennis Club, Tamworth Road, Sutton Coldfield, B75 6DG].

If you are not happy with our response or any data processing activities, you can complain to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)) at:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF