

Data Privacy Policy

About this Policy

1.1 This policy explains when and why we collect personal information about our members and coaches, how we use it and how we keep it secure and your rights in relation to it

1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website and the Club notice board regularly for any amendments (but amendments will not be made retrospectively)

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website from the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you

Who are we?

1.5 We are Swanage Tennis Club. We can be contacted at Beach Gardens, Swanage, Dorset.

What information we collect and why

Type of Information	Purposes	Legal Basis of Processing
Members name, address(es), telephone number and email address(es)	Managing the member’s membership of the Club.	Performing the Club’s contract with the Member For the purposes of our legitimate interests in operating the Club
Bank account details of the members or other person making payment to the club	Managing the Member’s and their dependants membership of the Club, the provision of services and events.	Bank account details of the members or other person making payment to the club Managing the Member’s and their dependants membership of the Club, the provision of services and events. Performing the Club’s contract with the Member
BACS or other electronic payments made to the Club by the member (but not the payor's bank details		Performing the Club’s contract with the Member For the purposes of our legitimate interests in operating the Club
Emergency contact details	Contacting the next of kin in the event of an emergency	Protecting the Member’s vital interests and those of their dependants

Date of birth/age related information	Managing membership categories which are age related	Performing the Club's contract with the Member
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How we protect your personal data

1.6 We will not transfer your personal data outside the EEA without your consent.

1.7 We have implemented generally acceptable standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risks

1.8 Please note however that where you are transmitting information to us over the internet this can never be guaranteed as 100% secure

1.9 For any payments which we take from you online we will use a recognised online secure payment system

1.10 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk Who else has access to the information you provide us?

1.11 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 1.12 below

1.12 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. How long do we keep your information?

1.13 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

1.14 We securely destroy all financial information once we have used it and no longer need it

Your rights

1.15 You have the rights under GDPR:

a) To access your personal data

- b) To be provided with information about how your personal data is processed
- c) To have your personal data corrected
- d) To have your personal data erased in certain circumstances
- e) To object to or restrict how your personal data is processed
- f) To have your personal data transferred to yourself or to another business in certain circumstances

1.16 You have the right to take any complaints about how to process your personal data to the information commissioner <https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

For more details, please address any questions comments and requests regarding data processing practice to the Tennis Club committee at the above address

March 2018