

## **Thrapston & District Tennis Club – General Data Protection Policy**

### Privacy Policy for Members

This privacy policy explains how we use and process your personal data in order to meet our obligations for the General Data Protection Regulation (GDPR).

### Collection of Information

We collect information in a variety of ways, namely directly from you when you complete an application for membership form or from someone else who has applied for membership on your behalf, for example a family member or your tennis coach or via notices posted on club noticeboards and via email requests.

We collect personal data including contact details, email and postal addresses, telephone numbers and payment records.

### Use of Personal Data

Personal data is used for club administration of:

- Your membership.
- Tennis events including the Wimbledon ballot.
- Social events.
- Research of membership.
- Access to the club.
- Access to the court booking system.

Your data is stored on personal computers belonging to club officials and subject to domestic control of access including the use of passwords. Your data is also stored on third-party systems such as the court booking system.

### Your Preferences

As the club operates a paperless based system, official information is sent to all members by email. If you prefer not to receive information in this way, please inform an official of the club in writing with your preferences for communication.

### Duration

We keep your personal data only for the duration of your membership. When you cease to be a member it is deleted from our records.

### Your Rights

You have the right to:

- Request access to your person data.
- Request correction to any inaccurate or incomplete information.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request the restriction of processing of your data.
- Request the transfer of your data to a third party.

## Complaints

If you are not satisfied with how we are processing your data and have brought the matter to the attention of the club committee you can make a complaint to the Information Commissioner.  
See [www.ico.org.uk](http://www.ico.org.uk)

Dated: August 2020