

# General Data Protection Policy [GDPR]

## Privacy Policy for Todmorden Lawn Tennis Club

This policy explains when and why we collect personal information about our members, how it is used, how it is kept secure and your rights in relation to it.

We may collect, use and store your data as described in this Data Privacy Policy and as described when data is collected from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice.

We may be required to amend the policy due to regulations. For any significant changes you will be notified.

We will always comply with the GDPR when dealing with your personal data. For the purposes of the GDPR the Club will be the “controller” of all personal data that is held about you.

We are Todmorden Lawn Tennis Club and can be contacted at [todmordentennisclub@gmail.com](mailto:todmordentennisclub@gmail.com)

### Information collected.

- Members names, addresses, telephone numbers and email addresses
- Competition entries and results
- Photos and videos of members

### How it is used.

- Creation of a directory for the legitimate interests in managing the Club.
- Publishing results for the benefit and promotion of the Club
- Use on the Club’s website, social media pages and press releases

### Consent

We will seek consent to the retention of the data on the membership application form and each membership renewal form.

Consent may be withdrawn at any time by contacting the Club by email or letter.

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 following paragraph.

We may pass on your personal data to third parties who are service providers, agents and subcontractors to use for the purposes of completing tasks and providing services to the club. Only personal data that is necessary for the third party to deliver the service will be disclosed.

Your personal data will be held for as long as you are a member of the Club or for as long afterwards as it is in the Clubs legitimate interest to do so or for as long as is necessary to comply with legal obligations.

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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.

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

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Information Commissioner. <https://ico.org.uk/concerns> t: 03031231113