

Upper Broughton Youth and Social Club : GDPR Privacy Policy for Members and Users

In accordance with the General Data Protection Regulation (GDPR) which came into effect on 25th May 2018, this document explains how Upper Broughton Youth and Social Club (UBYSC) manages personal data relating to its members and users.

For the purposes of GDPR and UK data protection laws the data controller is UBYSC, The Pavilion, Station Road, Upper Broughton, Melton Mowbray, Leicestershire LE14 3BQ. Any enquiries may be addressed to gdpr@ubysc.co.uk

Which data is collected?

- Contact information : Name, Date of Birth, email address(es), telephone number(s), and records of communications and interactions we have had via these means.
- Any data volunteered relating to health or medical conditions, allergies or special requirements that need to be considered for social events, courses or camps.
- British Tennis membership number if joined.
- Various records of consent relating to the taking and use of photographs, parental responsibilities for juniors, and the types of communications you wish to receive from UBYSC. These will be described in full detail when consent is requested.

How is data collected?

- Provided by an individual on their ClubSpark Account or Membership Application form.
- Provided by an adult with parental responsibility for a junior player on their ClubSpark Account or Membership Application form.
- Provided by an individual, or adult with parental responsibility for a junior player, when making a booking on ClubSpark for coaching / holiday camps / open days or other bookable events.
- Provided by an individual in an email response to the organiser of an internal tournament.

How is data stored and shared?

- Information is stored in ClubSpark, the LTA's approved membership software, which has its own statement of GDPR compliance.
- Access to personal data held on ClubSpark is granted to relevant UBYSC Committee members as appropriate to enable them to carry out their elected role. Access to ClubSpark is username / password protected.
- Emergency contact information, relevant medical information, and photographic preferences for attendees of courses and camps are made available to our coach Laura Morley at the start of each block/session.
- Telephone number and/or email address as provided to the organiser of an internal tournament is shared by email with fellow tournament entrants so that matches can be arranged and played.

How is data used?

- To manage your membership of UBYSK and registration on any Coaching courses or Camps.
- Administration of the Wimbledon ballot.
- To inform you of matters relating to the club that all members need to be aware of. For example invitation to and minutes of formal meetings, Membership renewal reminders, the Wimbledon ballot, Court availability and planned maintenance.
- To inform you of activities and events that we think may be of interest to you, subject to your expressed preferences and consents. For example: social events, open days, tournaments, Adult and Junior Coaching, Junior holiday camps.
- To facilitate the arrangement of matches in any internal club tournament.
- To gather statistical information about membership numbers and composition.

How long is data kept?

We keep your personal data only for as long as necessary for each purpose we use it.

- For membership data, this means we retain it for as long as you have a valid membership and for a period of six months after membership has expired.
- For data provided specifically for coaching and camps we retain it for the duration of the course / camp block.
- For data provided specifically for an internal tournament the tournament organiser will retain it for the duration of the tournament, however it is a condition of entry that this data has also been shared with other entrants, for which UBYSK can hold no responsibility.

Your rights

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

- Request a copy of the personal data we hold about you.
- Request correction of the personal data we hold about you.
- Request erasure of the personal data we hold about you where there is no good reason for us to continue to process it.
- Object to processing of your personal data if you disagree that what we are doing is in legitimate interest.
- Request the restriction of processing of your personal data, for example if it is inaccurate or if you wish to amend your preferences or withdraw consent.
- Request the transfer of your data to another party.

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

Contact, queries and complaints

If you have any queries about this privacy policy, or the personal data we hold and process, or you wish to exercise any of your legal rights please contact us at : gdpr@ubysc.co.uk. You can find out more about GDPR and your rights under data protection law at the Information Commissioner's Office website: www.ico.org.uk.