



Privacy Policy for Club members of Broseley Tennis Club, Duke Street, Broseley, TF12 5LX

1. Introduction

For the purposes of the General Data Protection Regulation (GDPR), we will be the “data controller” of all personal data we hold about you. This policy describes Broseley Tennis Club’s role as a data controller in line with the legislation.

The policy is available to view in the club house in the Policies folder and can be provided by email or in written format to any member who wishes to see it.

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

The date the policy was last updated will be printed at the bottom of the pages so that you can see easily if there has been an update. The policy can be sent to a member by email if this is requested.

Broseley Lawn Tennis Club’s preferred method of communication is by email but other methods will be used where appropriate, using the contact details provided to the club. We will always endeavour to use the "blind copy" function on our emails to members so that our email address is not made visible to others.

2. What information we collect and why

2.1 Summary of information held and the legal basis of processing

Types of Information that may be held	Purposes	Legal Basis of Processing
Members’ name and contact details - address, telephone number and email address	Membership administration for all members included on a membership form.	For the purposes of our legitimate interests in operating the Club and providing relevant information to members, performing the Club’s contract with the Member.
Date of birth/age if under 18	Managing age related membership categories and other activities which may be age related.	For the purposes of our legitimate interests in operating the Club and performing the Club’s contract with the Member.
Accounts information such as payments and key deposits.	Membership administration.	For the purposes of our legitimate interests in operating the Club

Club keys held	To request key return & repay any deposit.	For the purposes of our legitimate interests in operating the Club
Emergency contact details and health information (if provided)	To be used in the event of an emergency.	Protecting the Member's vital interests and those of their dependants.
Relevant information from interactions with you, e.g. tennis interests, how heard of club	Managing the member's membership of the Club and helping the club to improve member services.	Performing the Club's contract with the Member For the purposes of our legitimate interests in operating the Club.
Contact preferences	Where the processing is not essential e.g. for passing contact details to the coach.	Consent. An option is given on relevant forms to ensure compliance with the member's preferences.

2.2 How we process your personal information

2.2.1 Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

2.2.2 More generally, we will use your personal data for the following purposes:

- a) Administration of your Club membership, including:
 - informing you about court / facilities availability;
 - renewal information, taking payment of membership fees, record of keys and deposits;
 - Administration of the Wimbledon ballot;
 - Communication about our Venue activities that we think may be of interest to you;
 - To move information to the LTA recommended membership services Clubspark system. We do not use this system at the moment but we may choose to move to in the future if we consider it necessary for our legitimate interests (for example in increasing use of our Venue's facilities and participation in the game generally)
- b) Promoting our Venue and promoting goods and services of third parties (for example, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you.
- c) Analysis, for example of who is playing tennis in our Venue.

3. How we collect your information

3.2 Directly from you, when you fill in an application form, when you communicate with us by email or other method, or when you interact with us in various other ways such as signing up for coaching or taking part in an event.

3.2 From someone else who has applied for membership on your behalf (for example a family member or your tennis coach who has provided us with your contact details for that purpose);

3.2 From the LTA (for example, where the LTA passes on your details to us in connection with a query you have raised about our Venue);

3.3 From Clubspark, should the Club choose to use the ClubSpark Portal for Membership services or court bookings.

4. Sharing the data

4.1 Data is shared only where there is a need to share the data and only the data necessary is shared. For example relevant details are shared with Committee members when there is a need to carry out their role.

4.2 If contact details are to be visible to others, e.g. on the members information leaflet, on our website, in a media article or shared with other team members, then permission should be sought from the member first.

4.3 The names of all members will be included on a list on the Club house door so that this can be used to check if a player is currently a member.

4.4 Details are shared with the coach only if the individual has agreed to this.

4.5 If the club chooses to make use of the LTA recommended software platform for membership administration in the future then Membership data may also be used by the LTA & Sportlabs for the purposes of providing the ClubSpark Portal for Membership services.

4.6 Inevitably there will be occasions when the names of club members will be passed to third parties. An example is; Players names being entered into the Shropshire League Competition Database.

5. How long do we keep your personal data?

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

5.2 For most membership data, this means we retain it for so long as you have a valid Venue membership or retain club keys and for a period of six years after your last interaction with us (for accounting and record-keeping purposes).

5.3 Other data such as that relating to any reported accidents or safeguarding issues will be retained as long as necessary in order to be able to comply with legal obligations.

6. How the information is held

6.1 Forms are kept by a committee member and the club will also maintain a confidential electronic database of members.

6.2 Contact email addresses will also be held as Contacts in the club email system together with brief notes such as tennis interests or contact with the club.

6.3 If we choose to move to the Clubspark system then members' details will be stored on this system.

6.4 A small number of Committee members will be provided with limited information from the database where required for the purposes of managing the Club. This will include the Chairperson, Membership Secretary, Treasurer and Team Captains.

7. How we protect your personal data

7.1 The information will not be passed on to any marketing companies or be used for any form of profit or gain.

7.2 We will not share your personal data with any third parties other than those specified in this policy without your prior consent (which you are free to withhold) except where required to do so by law.

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7.3 We endeavour to keep your data safe at all times and minimise the sharing of data.

7.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risks.

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

7.6 If we in future move to Clubspark for Membership services then for any payments which we may take from you online we will use a recognised online secure payment system.

8. Viewing of Information held and your rights

8.1 Anyone whose details are held by the Club may ask the Chairperson to show them the personal information held about them. If any information is incorrect then let us know so that the data can be amended.

8.2 You have the absolute right to withdraw consent where our processing is on the basis of consent.

8.3 You may request that your personal data is erased, in certain circumstances.

8.3 You have the right to object to or restrict how your personal data is processed,

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

8.4 You have the right to take any complaints about how to process your personal data to the information commissioner at www.ico.org.uk/concerns/

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, please contact the Club Chair or Club Secretary.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.