



## **Chippenham Tennis Club Privacy Policy**

### **About this document**

This privacy policy sets out the way we process personal data about our members in compliance with the General Data Protection Regulation ("GDPR") and UK data protection laws. It explains how we collect, use and share personal data, and members' rights in relation to the personal data we hold.

### **How we collect membership information**

We may collect personal data about members in a few limited ways, namely:

- Directly from prospective members, when they make enquiries on our website, fill in an application for membership, or interact with us during their time as a member (for example membership renewal or competition entries)
- 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)
- From the LTA (for example, where the LTA passes on details to us in connection with a query raised about our venue).

### **The types of information we collect**

We collect the following types of personal data:

- For adult members: name, address, telephone numbers, email address, category of membership and membership status;
- Junior members: – as above PLUS date of birth required to specify category of membership, coaching and competition groupings.

### **How we store data securely:**

The membership data is stored in a spreadsheet, set up by the Membership Secretary, and shared with the Club Secretary and the Chairman. All their computers are protected by McAfee and strong passwords.

In addition, the Membership Secretary keeps a hard copy of all Membership Application forms.

## **How we use personal data**

We use personal data for the following purposes:

- Administration of Chippenham Tennis Club memberships, including:
  - requesting payment of membership fees;
  - sending notices of formal meetings including the AGM;
  - communicating court / facilities opening hours;
- Communication about Chippenham Tennis Club activities which are relevant to your category of membership; and
- Communication about specific activities which you have requested to participate in

Normally we will communicate with members via email. For group emails we will keep your email details private by blind copying you.

For more general information see our website [www.chippenhamtennis.com](http://www.chippenhamtennis.com)

## **Sharing information with others**

Data will NEVER be passed to third parties other than:

- Chippenham Sports Club - since every member of Chippenham Tennis Club is automatically also a member of Chippenham Sports Club;
- The LTA - who will invite each member of Chippenham Tennis Club to become a British Tennis member and send an annual invitation to enter the Wimbledon ballot;
- Local tennis leagues – for members who play for a league team we will share your name with the league organisers, and for those members who captain a league team we will also share your contact details;

Each of these third parties will have its own data protection policy.

The Head Coach collects data directly from members and non-members participating in the coaching programme and is required to set up his own data protection policy.

## **Communication preferences**

We will respect members wishes as to how we communicate with them. However, there are some communications that we need to send, in order for us to fulfil our contractual obligations, including the Administration of Chippenham Tennis Club membership described in the section above.

Members can update their contact details or advise us on what communications they want to receive by emailing our membership secretary: [lindy.lou53@btinternet.com](mailto:lindy.lou53@btinternet.com)

### **How long is information kept**

We keep members personal data only for as long as necessary i.e. during active membership and for a reasonable period thereafter, (normally six years), for record-keeping, accounting, tax reporting and legal reasons.

### **Your rights**

Members have the right to:

- Request a copy of the personal data we hold about you.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object if we were to process your personal data for direct marketing purposes.

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

### **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 rights, you may contact Chippenham Tennis Club secretary by emailing [june\\_rowson@btinternet.com](mailto:june_rowson@btinternet.com).

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. Refer to the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).

Approved by the Chippenham Tennis Club committee on 24<sup>th</sup> April 2018