

Cranleigh Lawn Tennis & Social Club

DATA PROTECTION NOTICE

Cranleigh Lawn Tennis and Social Club is a community tennis club offering its members tennis courts and a licenced clubhouse with activity room which it also hires out for specific purposes.

The protection of your personal data is important to the Club and this Data Privacy Policy provides you with detailed information relating to the protection of your personal data by the Club.

For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws, the controller is Cranleigh Lawn Tennis and Social Club ("Club"), a Lawn Tennis Association (LTA) affiliated club based in Cranleigh Road, Merton Park, London

1. ABOUT THIS POLICY

The purpose of this Data Protection Policy is to let you know which personal data we collect about you, the reasons why we use and share such data, how long we keep it, what your rights are and how you can exercise them.

2. HOW DO WE COLLECT YOUR INFORMATION

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

- Directly from you, when you fill in an application for membership, when you make enquiries on our website or via email, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- 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 your details to us in connection with a complaint or query you have raised about the Club).

3. WHICH PERSONAL DATA DO WE USE ABOUT YOU?

We collect and use your personal data as follows:

- Your name, date of birth, gender, email address, address, telephone number(s), and names of the LTA affiliated clubs that you are a member of and details of any coaching or officiating licenses you hold (LTA Data).
- Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings or making use of other Club facilities).

We never ask for personal data related to your racial or ethnic origins, political opinions, religious or philosophical beliefs, trade union membership, genetic data or data concerning your sex orientation, unless it is required through a legal obligation.

The data we use about you is directly provided by you during the membership process/ membership form and any subsequent updates you advise us of.

4. WHY AND ON WHICH BASIS DO WE USE YOUR PERSONAL DATA?

a. To comply with our legal and regulatory obligations

b. Membership and club management

- Processing of membership forms and payments.
- We do NOT have your bank details or have any access to them – payments are administered by Go Cardless directly with members
- Processing Wimbledon LTA Ballot entries (your details are only shared with the LTA if you are successful in obtaining tickets through the club ballot)

- Share data with committee members to provide information about club activities, membership renewals
- Publishing of league and tournament results
- Electronic club records (all members) and website management (committee and members contributing to club functions)
- Fulfilment of merchandise or other club orders

c. Club communications

- Sending you news (sporting and social) via email

d. Training and competition entry

- Share data with Cranleigh club coaches or officials to administer team training sessions and club tournaments
- Share email and phone number with your tournament opponent(s) for you to arrange your matches
- Share data with Cranleigh team managers to enter local leagues and events
- Share data with LTA leagues, LTA county associations and other competition providers for events you have agreed to enter
- Share data with Limitless Tennis which is the sole coaching provider for Cranleigh LT&SC
- Share data with Club Spark which is now used as the Club's membership database and for the booking of courts

e. To respect your choice if we requested your consent for a specific processing

If we need to carry out further processing for purposes other than those above in section 3, we will inform you and, where necessary, obtain your consent.

Additional measures to protect the personal data of junior members

We collect personal data only from Limitless Tennis or directly from the parent/guardian of junior members under 16.

We do not publish contact information of Junior Members

Juniors' parents/guardians can withdraw their consent to the publication of photographs connected with playing tennis at Cranleigh

5. HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will retain your personal data for as long as you are a member of the Club and for 2 years afterwards, unless advised to remove it with immediate effect.

6. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

You have the following rights:

- To **access**: you can obtain information relating to the processing of your personal data, and a copy of such personal data.
- To **rectify**: where you consider that your personal data are inaccurate or incomplete, you can require that such personal data be modified accordingly.
- To **erase**: you can require the deletion of your personal data, to the extent permitted by law.
- To **restrict**: you can request the restriction of the processing of your personal data.
- To **object**: you can object to the processing of your personal data, on grounds relating to your particular situation. You have the absolute right to object to the processing of your personal data for direct marketing purposes, which includes profiling related to such direct marketing.
- To **withdraw your consent**: where you have given your consent for the processing of your personal data, you have the right to withdraw your consent at any time.

- To **data portability**: where legally applicable, you have the right to have the personal data you have provided to us be returned to you or, where technically feasible, transferred to a third party.

If you wish to exercise the rights listed above, please send a request to cranleightennis@live.co.uk

In accordance with applicable regulation, in addition to your rights above, you are also entitled to lodge a complaint with the competent supervisory authority.

8. HOW TO CONTACT US?

If you have any questions relating to our use of your personal data under this Data Privacy Policy, please contact cranleightennis@live.co.uk who will investigate your query.

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.

Approved by Cranleigh LT&SC Committee

Christine Roe

Chair

Date: 1 June 2018