

Alnwick Tennis Club GDPR compliance and Privacy Policy

For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws:

- the data controller is the Management Committee of Alnwick Tennis Club venue (ATC) and
- the data processor, responsible for obtaining, recording or holding personal information or data is the Secretary of ATC

About this policy

This GDPR compliance and privacy policy sets out the way we process and use your personal data as a member of our tennis club.

How we collect your information

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

- Directly from you, when you submit a membership application form, when you make enquiries on social media or via email, or when you interact with us during your time as a member in various ways (for example, when you renew your membership, enter a competition, play for one of our teams or 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 query or complaint that you have raised about our Venue).

The types of information we collect

As a member of Alnwick Tennis Club (ATC), the information we collect about you will include; your name, date of birth, gender, email address, postal address, telephone number(s), any medical conditions declared and the name and contact number of your emergency contact.

Storage of personal data

We understand the need to protect all personal data from loss, theft, misuse or unauthorised alteration or destruction. We will make every effort, using generally accepted standards, to store your personal data securely whether in paper form or (more commonly) in electronic form on a password protected device.

Use of personal data

Membership and club management

- Processing of membership application forms and renewal forms, and payments
- 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 Club Officers and Management Committee members, coaches and club session hosts as required to enable safe organisation of club activities
- Publishing of league and tournament results
- Publication on website or other social media (committee members and members contributing to club functions, with explicit consent)

Club communications

With your permission we may from time to time communicate with you by

- Sending you club news via email
- Sending you details of ATC events (e.g. Annual General Meeting or sporting and social events)

Training and competition entry

- Share data with ATC 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 ATC team captains 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

Funding and reporting purposes

- Anonymised data (for example total numbers of members in each category) shared with a funding partner as condition of grant funding e.g. Local Authority, LTA, British Tennis, Sport England, National Lottery Sports Funding, etc.
- Anonymised data to monitor club trends in each membership category

It is our policy not to share any personal data with third parties other than outlined in the purposes above which are directly related to your membership and participation in tennis

events. Should any other unforeseen occasion arise, your personal data will only be shared with a third party with your explicit consent.

Where we wish to use your image taken during the attendance or participation in club events for the purposes of promoting the club on the club website or social media or traditional news outlets, we will seek explicit consent.

Data Retention

Your personal data will be retained as long as you are a club member and deleted or destroyed if you inform the Secretary that you wish to terminate permanently your membership or your membership ceases for other reasons.

Your rights

You have the right under GDPR to:

- Access your personal data.
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data. Please note that this action might result in the Management Committee determining that you cease to be a member of the club.
- Request the restriction of processing of your personal data.
- Request the transfer of your personal data to another party.

Questions 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, you may contact the ATC Secretary in person or by email at info@alnwicktenniscub.co.uk .

If at any time you are dissatisfied with how we are processing your personal data, you can make a complaint to the ATC Management Committee or ultimately the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/> .