

STEEP LAWN TENNIS CLUB

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *[the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR” and other legislation relating to personal data and rights such as the Human Rights Act 1998)].*

Who are we?

This Privacy Notice is provided to you by Steep Lawn Tennis Club (LTC) which is the data controller for your data.

Steep Lawn Tennis Club is a not for profit recreational sports club. The purpose of the club is the provision of tennis for its members and the operation and maintenance of tennis courts, other buildings and assets owned by the club.

What data does Steep LTC process?

- Names;
- Contact details such as telephone numbers, addresses, and email addresses;
- Age, Date of Birth;

How do we process your personal data?

The club will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To process applications for club membership and retain records of club members;
- To send you communications which you have requested and that may be of interest to you. These may include information about club competitions, club meetings and other club or coaching events;
- To produce the annual membership handbook;

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests. The key example of this is the processing of membership applications and the holding of membership data.

Where your information is used other than in accordance with our legitimate interests, we will first obtain your consent to that use. The use of names and phone numbers in the annual members handbook is on the basis of consent, which was sought at the

time of joining the club. This consent can be granted or withdrawn by contacting the membership secretary of the club. The handbook is produced in January each year. Any request for granting or removal of consent after the end of January will be reflected in the handbook for the following year.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The coaching team appointed by the Club, which is Courtside Sports;

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. In general, we will endeavour to keep data only for as long as we need it. The club retains the data supplied by members on application to join the club for the period of their membership and for 2 years after a member resigns their membership.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you
 - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee .
2. The right to correct and update the information we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
 - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
 - When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
 - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you

exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

5. The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner's Office.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Steep Lawn Tennis Club, Church Road, Steep, Petersfield GU32 2DB

Email: steeplytc@steeplytc.org.uk

Or contact Michelle Mangham (SLTC Data Controller) Tel No 01730 260212 (m) 07759 583773 or email: <michele.mangham@ntlworld.com>;

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

This policy was approved by the SLTC Committee on 8 May 2018
This policy is due for review by the SLTC Committee on 8 May 2019