**Privacy Policy for Members and Associates of Cherry Burton Tennis Club**

Off The Meadows, Cherry Burton, HU17 7RL

**About this document**

This privacy policy sets out the way we process your personal data and we’ve created this privacy policy to make sure you are aware of how we use your data as a member/associate of our tennis club.

An associate is someone who has provided their details and agreed to be contacted with information about club activities.

**How 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, or when you interact with us during your time as a member/associate in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons, attend children’s coaching);
* 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 (Lawn Tennis Association), for example, where the LTA passes on your details to us in connection with a query you have raised about our club or for administration of the Wimbledon ballot.

**The types of information we collect**

We may collect the following types of personal data about you:

* Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications/ interactions we have had with you);
* Certain other information which you volunteer when completing the membership form and making use of your membership benefits
* British Tennis number and registration status, Wimbledon opt in detail.
* Names and ages of children who have attended coaching sessions/holiday clubs

**How we use personal data**

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.

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

* Administration of your club membership such as renewing your membership
* Administration of the Wimbledon ballot;
* Research and statistical analysis about who is playing tennis in our club, this would be anonymised data
* Integral to club membership or as an associate, communication about club activities and information such as coaching opportunities, competitions, meetings, court availability and fund raising events

**Your communication preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them.

Integral to being a club member you will be included in communications as already detailed above.

However, as a member or associate of the club, you are in control of how we communicate with you. If you have any concerns/requests regarding types of communication you receive from us or if you wish to update your contact details, please contact the club at:

Telephone: Diana North 07770 484728

Email: cherryburtontennisclub@hotmail.co.uk

Post: Contact Diana North by phone, or the club by email for address detail

**Sharing your information with others**

We do not sell your personal data.

We share your personal data only with the tennis club committee, LTA (for Wimbledon ballot administration) and coaches:

For members - for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.

For associates - to enable us to communicate the activities of the club and our coaching programme

**How long your information is kept**

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid club membership and for a period of six years after your last interaction with us (for accounting and record-keeping purposes).

As an associate who has signed up to communications, your contact data will be retained until we hear that you no longer wish to receive club communication. Data on children’s coaching will be kept until they leave coaching and for a year after.

**Your rights**

Under certain circumstances, by law you have the right to:

* Request access to your personal data. This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
* 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. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
* 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 where we are processing your personal data for direct marketing purposes.
* Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
* Request the transfer of your personal data to another party.

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 legal rights, you may contact Diana North, Club Secretary

Telephone: 07770 484728

Email: cherryburtontennisclub@hotmail.co.uk

Post: Contact Diana North by phone, or the club by email for address detail

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](http://www.ico.org.uk).

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