

Bridport Tennis Club

PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection and what your rights are. It also confirms that, for the purposes of data protection, we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to Bridport Tennis Club as represented by the Club's Committee.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but Christine Simmons, the Club Secretary, has agreed to be our Data Protection Compliance Manager with overall responsibility for data protection compliance. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- use of and movements through IT systems that Club members may use including the Club's website, Facebook page or Club – this may include passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- records of your attendance at any events, competitions and league matches hosted by or involving the Club;
- images in video and/or photographic form
- BTM numbers
- any disciplinary or grievance information;

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We do not currently collect, store and use any "**special categories**" of more sensitive personal information regarding you, such as:

- information about your race or ethnicity, religious beliefs and sexual orientation;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information.

In the event we collect any special categories of data from you in the future we will obtain your explicit consent.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, you register as a member on the Club's website, Facebook page or Club Spark or when you correspond with us by phone, e-mail or in some other way.

4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer any membership you have with us and managing our relationship with you, including dealing with payments and involving you in club activities and matches.	All contact and membership details, transaction and payment information, records of your interactions with us.	This is necessary to enable us to properly manage and administer your membership contract with us.
To send you information which is included within your membership benefits package, including competitions and events, partner offers and discounts and any updates on tennis related activities.	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us.
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.
The security of our IT systems	Your usage of IT systems used by the Club.	We have a legitimate interest to ensure that IT systems are secure.
To conduct data analytics studies to better understand event attendance and trends within the sport	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
For the purposes of promoting the club, our events and membership packages.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so. Verbal consent is deemed appropriate from adult members for photos taken at club events.
To administer your attendance at any courses or programmes you sign up to	All contact and membership details, transaction and payment data. Details of any county membership and performance data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.

To arrange for any trip or transportation to and from an event	Details of next of kin, family members and emergency contacts, transaction and payment information.	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event.
To gather evidence for possible grievance or disciplinary hearings	All the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about your criminal convictions and offences	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal information (name, address, telephone number) there is a requirement for you to provide this information when you join either via ClubSpark or using a manual membership form. If you do not provide us with the requested personal information we may not be able to admit you as a member and we may have to terminate your membership. For other personal information (email address, other contact phone numbers, date of birth) you are not under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below. Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. DIRECT MARKETING

The Club does not currently contact members for the purposes of direct marketing. If the Club does so in the future it will request your marketing preferences and send out direct marketing in accordance with the marketing preferences you set.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- **Other service providers:** for example, Club Spark for Membership Management and Court Bookings, LTA for League Management and Results software and Wimbledon Ballot.
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.
- **Sport England, local Councils and other Funders** – if required (but usually on an anonymised basis) to support an application for a Grant or Donation or to comply with Grant or Donation conditions.

7. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

8. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of up to 5 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.

9. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email Christine Simmons at secretary@bridporttennisclub.org.uk.

Version dated 1 March 2019