

## Hutton and Shenfield UC Lawn Tennis Club

### Privacy Policy

**For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws, the Controller is Hutton and Shenfield Union Church LTC of Brockley Grove, Hutton Brentwood, Essex, CM13 2NA.**

**This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you're aware of how we use your data as a member of our tennis venue.**

#### **Lawful basis for collecting and processing data**

Hutton and Shenfield UC LTC relies on the membership contract you enter into with the Club and it's legitimate interest as the two lawful bases for processing and storing data to meet the EU General Data Protection Regulation introduced in May 2018. We have conducted a legitimate interest assessment and balancing test and concluded that it is necessary that we store and process your data to enable the effective running of the Tennis Club, and we only use individuals' data in ways a member would reasonably expect and we don't use people's data in ways they would find intrusive.

When signing up as members, there is an expectation that the Club will communicate store and share information about tennis related activities and we as the Club, believe it appropriate we are able to advise about key policies, especially around Health, Safety and Safeguarding.

In terms of children, the Club relies on the consent of the parent or guardian to safeguard any child by allowing the Club to store and share medical information and contact details with the necessary parties such as the Head Coach or assistants. In addition for children, the Club relies on the consent of the parent or guardian to its recording and images policy.

#### **What data do we collect and how do we collect it?**

- **Contacting us via our website or by phone or e-mail**  
Should you choose to use the contact form on our website or by corresponding with us by phone or e-mail, the data you supply will not be stored but merely used to communicate with you to answer your query. The information we request is name, home and mobile telephone number and e-mail address and this data may be passed to another specialist member of the Club to ensure your question is answered fully. The contact form information on our website will be collated into an email and sent to us over the Simple Mail Transfer Protocol (SMTP).
- **Applying for and renewing adult membership**  
If you apply or renew membership of the Hutton and Shenfield UC LTC, the personal information we request on the application form is name, address, home and mobile telephone number, e-mail address and age (if under 25 or over 80) or whether you're a student. The latter two pieces of information potentially entitles the applicant to a lower subscription. These application forms are found on the website or can be forwarded on request and require to be sent back to the membership secretary.

- **Club Tennis Weekends or tennis events**

The Club organises and runs periodic tennis events such as “Open weekends” to attract new members to play tennis. Those interested are required to register prior to the event and provide their name, address, e-mail and telephone number. The Open Weekend information is stored by Clubspark, an administration company supported by the LTA, and may be used to follow up your interest after the event.

- **Children’s/Junior Information**

Contact information which includes name of child and parent or guardian, address, e-mail address and mobile and home telephone number plus consent to store and process medical information, where appropriate, and consent to the Clubs recording and images policy. This information is collected on the membership application form and at junior tennis events such as camps and tennis events such as Open Weekends.

- **LTA**

The LTA may pass on your details to us in connection with a complaint or query you have raised about our venue.

## **Where we store your personal information and for how long**

- Your personal information is stored by the Membership Secretary in an excel spreadsheet on a computer which is password protected and has full anti-virus software installed.
- Your personal information is also e-mailed to the Clubsite Administrator who manages the Clubsite computer system. Members are provided with a standard user key and password to give access but are encouraged to immediately change this password to something private and personal.
- The Clubsite is Hyper Text Transfer Protocol Secure (HTTPS) and is UK hosted and there is a contract in place governing the use and processing of this data by the third party.
- Your name, e-mail address and telephone number is also provided to the Chairman, Secretary, Club Captains and Social tennis organisers where it is stored in a password protected computer with full anti-virus software installed .
- We will keep your personal data for as long as necessary for each purpose we use it. For membership data, this means we retain it for so long as you have a valid venue membership and for a period of six years after your last interaction with us for accounting, tax reporting and record keeping purposes.
- We will stop communicating with you as soon as you advise the Membership Secretary you are moving away or don’t renew membership.
- Parent or guardian children/junior information is stored by the Junior Membership Secretary in excel on a password protected computer that has full anti-virus software installed. Sensitive medical information and the child’s name and parents/guardians contact details are shared with the Head Coach and his assistants for the purposes of ensuring the health and safety of the junior member during tennis activities. Non sensitive parent/guardian contact information, such as name and e-mail address, is shared with the Club Chairman and Club Secretary to allow communication on Club activities.
- We will take all reasonable steps that are necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## **How will we use the information about you?**

We use the information that you provide for purposes such as to:

- Set up your access to the Clubsite, including your password and on line court booking capability.
- Advise you about renewing membership
- Advise you about changes to Club rules, Club policies and Health and Safety matters
- Advise you about Club meetings such as the AGM and EGM
- Advise you about court availability

- Advise you about Club social events
- Advise you about organised tennis and matches
- Administration of the Wimbledon ballot
- Research and statistical analysis about who is playing tennis at our Club
- Generally communicating activities or information that we think may be of interest to you
- Safeguard your child by having relevant medical information and emergency contact details
- Advise you about organised tennis such as Camps, Squad competitions and matches
- Include your name and telephone number in the members handbook and the Clubsite

### **Who else can see your information and access it?**

- Your name will appear on any court booking made through the Clubsite system for viewing purposes only and likewise may appear under competitions if you have entered the Club tournament. Both these features are not password protected but are intended to allow members easy viewing without logging in.
- Access to other facilities of the Clubsite is only via password and your personal information which is name, address, e-mail address and telephone number is stored under "My details". Your name, e-mail address and telephone number will also be included in the Members' Directory on the Clubsite so that other logged in members may view your contact details in order to arrange a game.
- The name and telephone number information contained in the members directory is used for an annual Club Handbook, which along with information on matches and Committee members, is made available to all members. We will dispose of the old handbook stock when a new one is produced.
- You can elect to opt out of other members viewing your personal data in the Members Directory and the Club Handbook by calling or e-mailing the Membership Secretary at [crgarrodt@tiscali.co.uk](mailto:crgarrodt@tiscali.co.uk) .
- We will never sell, rent or otherwise distribute or make public your personal information, other than listed in this policy, without your consent.

### **Your Rights**

- If at any time you wish to update the information we hold about you, advise the Membership Secretary first at [crgarrodt@tiscali.co.uk](mailto:crgarrodt@tiscali.co.uk) and then log into "Court bookings" on the Clubsite, sign in using your password, go to tab " My details" and make the necessary changes.
- You have a right to ask for a copy of your information and to correct any inaccuracies.
- You may exercise your right to have your personal data removed from our records at any time by contacting the Membership Secretary at [crgarrodt@tiscali.co.uk](mailto:crgarrodt@tiscali.co.uk), however, if you did this you would not receive any communication from the club, including renewal of membership.
- You may object to processing of your personal data where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.

### **Links to other websites**

- The Club website and Clubsite contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware of this when they leave our sites and to read the privacy statements of all websites that collect personally identifiable information.

## **Recording and Publishing Images Policy**

- The Club has a recording and Publishing Images Policy which is stored under Membership/Policies on the Club website.
- The Club will periodically take pictures of tennis and social events, including establishing an historical archive, and write articles about tennis activities and these may be posted on the website, the Club Facebook and Twitter account or stored on the Club Gallery.
- Should you not wish to have your picture used in this way or have articles written about tennis activities in which you may have been involved please call or e-mail the Membership Secretary at [crgarrood@tiscali.co.uk](mailto:crgarrood@tiscali.co.uk).
- We request you give permission for your child to be involved in any publicity including photos and videos related to activities organised through junior tennis activities. The Club will periodically take pictures of these events and write articles and these may be posted on the website, the Club Facebook and Twitter account or stored on the Club Gallery. The Club will conform to LTA safeguarding guidelines and will focus on the tennis activity and pictures of small groups and avoid the reference to names unless the parent consent has been obtained.
- The Club Website is Hyper Text Transfer Protocol Secure (HTTPS) and is UK hosted and there is a contract in place governing the use and processing of this data by the third party.

## **Changes to this privacy notice**

- We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website [www.huttonandshenfieldtennisclub.co.uk](http://www.huttonandshenfieldtennisclub.co.uk) or by notifying you directly.

## **Complaints**

- If you are unhappy with how we have processed your personal information, please firstly contact the Secretary at [cm.rastin@btinternet.com](mailto:cm.rastin@btinternet.com) .
- If you are still unhappy you may contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

*[This privacy notice was last reviewed and updated 01 May 2018]*

