

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. This information is stored by Sports Lab Technology Ltd, in Clubspark, a simple flexible on-line venue management system which is promoted and supported by the LTA. Sports Lab is a company registered in England and Wales and their Privacy Policy relating to Clubspark can be found at <https://clubspark.lta.org.uk/PrivacyPolicy> and we recommend you read and familiarise yourself with the content.

In terms of children, the Club relies on the parent or guardian advising of any medical information to safeguard any child and the Club can store this information in Clubspark, and share medical information and contact details with the necessary parties such as the Junior Secretary, Head Coach or his Assistants for use in organised tennis events such as coaching, camps, matches or tournaments. In addition, the Club has a selection of policies around Health, Safety and Safeguarding, including Recording and Images and these can be found on the Club website.

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 or whether you're a student. The latter two pieces of information potentially entitles the applicant to a lower subscription. This

information is collected on the application form in Clubspark found on the website or can be forwarded on request when it will be required 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 or on the day and provide their name, address, e-mail and telephone number. The Open Weekend information is stored by Clubspark, and may be used to follow up your interest after the event.

- **Children’s/Junior Information**

Contact information includes name and age of child, parent or guardian name, address, e-mail address and mobile and home telephone number and any relevant medical information. This information is collected via Clubspark on or after the membership application process and at junior tennis coaching and events such as Camps and 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 adult information is stored by the Membership Secretary in Clubspark and used for the purposes of communicating Club information.
- Clubspark stores the membership data within the EEA on secure databases. If it is transferred outside the EEA, Clubspark will ensure such transfer meets all legal requirements. Clubspark will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
- 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 Clubspark . 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. 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 Clubspark, 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, term time groups, squad competitions and matches
- Include your name, telephone number and email address in a password protected file on our main website and in our handbook so that members can communicate with each other and arrange matches.

Who else can see your information and access it?

- Your name will appear on any court booking made through Clubspark.
- Access to Clubspark is only via password and your contact details of name, email address and telephone number can only be accessed via password on the main website.
- Other specified committee members with Clubspark administration rights who manage the system
- Your name will also appear on any event that you sign up for on our Club diary and will be stored on our web site up to the event date and for 30 days after which it will be deleted.
- The name and telephone number information contained in the password protected file on the main website 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 on the website and the Club Handbook by e-mailing the Membership Secretary Ray Pepper at t3rjp@yahoo.com.

Your Rights

- If at any time you wish to update the information we hold about you, advise the Membership Secretary at t3rjp@yahoo.com for adults or johanne.bischoff@btinternet.com for juniors.
- 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 t3rjp@yahoo.com 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 and Cookies.

- The Club website and Clubspark 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.
- Our website and Clubspark may use internet Cookies but these do not contain any information supplied by you or any personal identifiable information about you.

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 Adult Membership Secretary at t3rjp@yahoo.com.
- For juniors, the Club will periodically take pictures of 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 and individuals unless the parent consent has been obtained.
- Should you not wish to have your child's 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 Junior Membership Secretary at johanne.bischoff@btinternet.com

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 or by notifying you directly.

Complaints

- If you are unhappy with how we have processed your personal information, please firstly contact the Secretary at t.gamby@btinternet.com
- If you are still unhappy you may contact the Information Commissioner's Office at www.ico.org.uk

[This privacy notice was last reviewed and updated 01 April 2022

