

Data Privacy Policy

...to comply with the General Data Protection Regulation

Displayed on the website and the noticeboard

Felbridge Lawn Tennis Club

Crawley Down Road RH19 2PS

DATA PRIVACY POLICY

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (FLTC) or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Felbridge Lawn Tennis Club. We can be contacted at:-

Crawley Down Road RH19 2PS

or e mail enquires to: info@felbridgeltc.co.uk

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. Contact in emergency.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Date of birth / age related information	Managing membership categories which are age related.	Managing membership categories which are age related Performing the Club's contract with the Member.
Gender	Ability to provide membership information for the Club's annual renewal with the LTA	For the purposes of our legitimate interests in providing correct membership information to the LTA when required
The Member's name and e-mail address	Creating and managing the Club's online Membership Directory.	Consent. We will seek the Member's consent on their membership application form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory
The Member's British Tennis Membership Number (If applicable)	Administration of the Wimbledon Ticket Ballot	Legitimate requirement of the LTA to be able to process the Wimbledon ticket ballot

4. How we protect your personal data

4.1 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.3 For any payments which we take from you online we will use a recognised online secure payment system.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR: (a) to access your personal data (b) to be provided with information about how your personal data is processed (c) to have your personal data corrected (d) to have your personal data erased in certain circumstances (e) to object to or restrict how your personal data is processed (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our secretary at:

secretary@felbridgeltc.co.uk

GDPR Policy 12/4/18

