

# Cobham Tennis Club

## DATA PRIVACY POLICY FOR MEMBERS

This policy explains how Cobham Tennis Club (“CTC”) will treat your personal data and how we use your personal data as a member of our tennis club.

### 1. How we collect your information

We may collect, store and use personal information for you and/or your family:

- Directly from you, when you fill in an application for membership, when you make enquiries about membership, when you provide information via email, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- 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 a national or regional sports governing body.

If you are providing us with details of family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights” section below.

### 2. 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 and interactions we have had with you);
- Financial information, including Direct Debit details (if applicable);
- Certain other information which you volunteer when making use of your membership.

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you or your family when you attend a social event or a course/camp.

### 3. How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection.

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

- Administration of your club membership (including records of transactions such as payment receipts):

- Sending you membership related mailings such as membership renewal reminders, notices of formal meetings and informing you about court/facilities closures or opening hours;
- communication about club events or activities that we think may be of interest to you;
- Administration of the Wimbledon ballot;
- Storing your details on the software platform we use for our club member management

#### **4. Sharing your information with others**

We do not sell or share your personal data for other organisations to use.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- We may disclose your personal information to the extent that we are required to do so by law.
- Our employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Sports national or regional governing bodies
- Sports coaches and any other provider of membership management services such as team captains, event organisers etc.
- Other CTC members for the purposes of playing administration, e.g. the arranging of matches

#### **5. 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, tax reporting and record-keeping purposes).

#### **6. Your rights**

Under certain circumstances, by law you have the following rights:

- 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 or incomplete 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
- the right to request the transfer of your data to another party

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

#### **7. Changes to this Policy**

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.

## **8. 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 the club by email at [info@cobhamtennisclub.co.uk](mailto:info@cobhamtennisclub.co.uk)

If you are not satisfied with how we are processing your personal data, you can make a complaint to the UK Information Commissioner's Office. 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).