

BADSHOT LEA

TENNIS CLUB

Privacy Notice

2021

Date of Approval	February 2021
Date of Review	February 2022
Status and Review Cycle	Annual
Signed	

Badshot Lea Tennis Club is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about you, in accordance with the General Data Protection Regulation (GDPR).

Who Collects This Information

Badshot Lea Tennis Club is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

The Categories of Personal Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, address and contact information
- Essential training records (e.g. safeguarding)

Collecting This Information

Whilst the information you provide to us is necessary to arrange club events, it is provided to us on a voluntary basis.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How We Use Your Personal Information

We hold your data and use it for: -

- Communication of club events, e.g. meetings, social events and matches
- Legal and regulatory purposes (for example health and safety)

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose
- Contract: the processing is necessary for a contract with the individual
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations)
- Vital interests: the processing is necessary to protect someone’s life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law

We need all the categories of information in the list above primarily to allow us to comply with contractual obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing Data

We do not share information about you with anyone without consent unless otherwise required by law.

Storing Data

Badshot Lea Tennis Club keeps information relating to business on computer systems and sometimes on paper.

Except as required by law, Badshot Lea Tennis Club only retains information about you for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please see our Data Retention Policy, available on upon request.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). Electronic data is password protected.

Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact the us.

You also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purposes of direct marketing
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the us in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Data Protection Officer (email – dataprotection@badshotleatennisclub.org.uk. Additional contract details available on the club website <http://badshotleatennisclub.org.uk/contact-us/>).

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.