



Privacy & Data Protection Policy

(GDPR Compliant – 2018)

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Langford Tennis Club (the "Venue") of Langford Playing Fields, Langford, Biggleswade, Beds, SG18 9QY

About this document

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

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries via links on our website, when you mail or telephone us, 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 coaching etc.);
- 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 someone who is not a member but who interacts with us or has authorized use of the club facilities (such as a coaching lesson)
- From the LTA (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised about our Venue).

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, such as payment for membership details;
- Certain other information which you volunteer when making use of your membership benefits.



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- 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 when coaching. We may also record medical information if you were to suffer an injury (under the Health and Safety Act).

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

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

- Administration of your club membership, including:
 - informing you about court / facilities opening hours / scheduled maintenance / poor weather
 - taking payment of membership fees;
- Fulfilment of club clothing orders;

- Administration of activities (coaching etc.) for both members and non-members;
- Research and statistical analysis about who is playing tennis in our Venue;
- Communication about our Venue activities that we think may be of interest to you;
- Storing your details electronically in our member management database;

where this is necessary for our legitimate interests (for example in increasing use of our Venue's facilities and participation in the game generally);

- Circulating our club newsletter
- Promoting our Venue and promoting goods and services of our club (for example notifying about changes to club clothing or deadlines for orders to be submitted), details of other club coaching courses or competitions (where we think this will be of interest to you)



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Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our Venue. Examples of these essential service communications are:

- Records of transactions, such as payment receipts, membership related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 07827306931

Email: data@langfordtennisclub.org.uk

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

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

- Committee members and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- The LTA (such as where advice is sought on a matter raised by a member), our contractors and suppliers (only when consent is provided), our coaches



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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 Venue membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.



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

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 Andrew Fox:

- by email: complaints@langfordtennisclub.org.uk
- by telephone: 07824 174597

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.



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www.langfordtennisclub.org.uk