



Quarry Bank Tennis Club Privacy Policy

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Controller is Quarry Bank Tennis Club (the "Venue") of Talbots Lane, Brierley Hill, West Midlands, DY5 1SA.

About this document

This privacy policy explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold. This privacy policy concerns our processing of personal data of members and parents or guardians of members.

How we collect your information

We collect your personal data:

- from the information you provide to us on the application form when you apply to be a member.
- from the information you provide to us on the application form, as a parent or guardian, when a child under 16 applies to be a member.

The information we collect

We collect and hold the following personal data about Members:

- Name
- Address
- Telephone number(s)
- E-mail address(es)

We collect and hold the following personal data about Parents or Guardians

- Name
- Address
- Telephone number(s)
- E-mail address(es)

We collect and hold the following personal data about members under 18

- Date of birth

We collect and hold the following special category of personal data about members under 18 who attend coaching sessions

- information concerning any medical conditions or allergies to enable the Coaching Team to make decisions for the safety of the member and in an emergency.

How we use your information

The purposes for which we may use personal data (including special categories of personal data for children) include:

- administration in relation to your or your child's membership;
- for the safety of members under 18 attending coaching sessions;
- contacting parents or guardians in an emergency;
- sharing your personal data with the LTA, county tennis associations and other venues for reasonable purposes in connection with the operation of Quarry Bank Tennis Club.

The basis for processing your information

We may process your personal data for the above purposes because:

- it is necessary for the performance of a contract with you (e.g. membership);
- it is necessary for our legitimate interests. Our "legitimate interests" include our reasonable interests in the operation of Quarry Bank Tennis Club, in accordance with all relevant legal requirements;
- it is necessary to protect your child's vital interests (in certain limited circumstances, for example where during a coaching session they have an accident or illness and the Coaching Team have to process their personal data in order to ensure they receive appropriate medical attention);

Sharing your information with others

We may share your personal data with certain third parties for reasonable purposes in connection with the operation of Quarry Bank Tennis Club including:

- the LTA and county tennis association;
- when we are legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction);

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. We keep it for as long as you or your child has an active membership at Quarry Bank Tennis Club and for a reasonable period thereafter for record-keeping and legal reasons.

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. You also have the right to object where we are processing your personal data for direct marketing purposes.
- 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 information (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

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

If you have given your consent and you wish to withdraw it, please contact Paul Julian (Membership Secretary), using the contact details set out below.

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 rights, you may contact Paul Julian (Membership Secretary):

- by email: p-julian@sky.com;
- by telephone: 07710814526;
- or by post: 3 Rosedale, Abberley, Worcester, WR6 6BA

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 legislation from the Information Commissioner's Office website available at www.ico.org.uk.