



DATA PROTECTION POLICY

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Controller is Jim Dyer of Salts Tennis Club, The Playing Fields, Victoria Road Saltaire

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 of Salts Tennis Club.

How we collect your information

We collect your personal data from details given on Salts Data Protection Form

The types of information we collect

We may collect the following types of personal data about you

1. Contact and communications information, including:
 - your contact details (including email address(es), telephone numbers and postal address(es);
 - In the case of Junior members emergency contact telephone details.

2. Biographical, educational and social information, including:
 - your name, title, gender, nationality and date of birth.

How we use your information

The purposes for which we may use personal data i.e Name, Address Telephone numbers and e mail address

- Members who have filled in the data protection form and have agreed that their details can be sent out to all other members by group e mail or text message regarding details of programmes team selection, tournaments, social events etc. that the club organizes,
- Team Captains, League Representatives and all Club Officers involved with the running of the leagues and who have filled in the data protection form granting permission for their details to be shown in any of the League Handbooks in which the club is represented by a team or teams.
- sharing your personal data with the LTA, county tennis association for reasonable purposes in connection with the operation of the Venue.

The basis for processing your information

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

- Where it is necessary for contact between members.
- Officials Team Captains etc where it is necessary for the organizing of matches.

Sharing your information with others

We may share your personal data with certain third parties for the purposes set out in this privacy policy. We may share some personal data with third parties including:

- other members
- In the case of officials captains and club representatives to any league or governing body we are involved with
- when we are legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction), for example by HM Revenue and Customs;
- to the LTA and county tennis associations (in the case only of team captains)

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For all members your personal details data etc will be deleted from our club files and any paperwork we hold with your details on will be shredded and disposed of when we receive official confirmation that you are no longer a member of the club.

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.
- 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.

If you have given your consent and you wish to withdraw it, please contact Jim Dyer, 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 Jim Dyer

- by email: saltstennis@gmail.com by telephone: 07804 896488
- or by post: 13 Plumpton Avenue Wrose Bradford BD2 1PE

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.

This Policy was adopted on

April 30th 2018

Signed Jim Dyer Chairman

A handwritten signature in black ink, appearing to read 'Jim Dyer', with a stylized flourish at the end.