

# North Meols Lawn Tennis Club

## DATA PRIVACY POLICY FOR CLUB AND MEMBERS - ISSUED: MAY 2018

### INTRODUCTION

For the purposes of the General Data Protection Regulation («GDPR») and UK data protection laws, the controller is North Meols Lawn Tennis Club («NMLTC») of Mill Lane Crescent Southport PR9 7PF.

### ABOUT THIS DOCUMENT

This privacy policy sets out the way NMLTC processes members' personal data and have created this privacy policy to make sure members are aware of how we use members' data as a member of our tennis venue.

### HOW WE COLLECT YOUR INFORMATION

NMLTC may collect members' personal data in a few limited ways, namely:

- Directly from the member, from an application for membership, when enquiries are made on our website, or when members interact with us during their time as a member in various other ways (for example, where entering a competition, renewing membership, signing up for a course or lessons);
- From someone else who has applied for membership on someone's behalf (for example a family member or your tennis coach who has provided us with contact details for that purpose) or if the person is a mini or junior member under 16 years of age;
- From the LTA (for example, where the LTA passes on details to us in connection with a complaint or query you have raised about our Venue).

### THE TYPES OF INFORMATION WE COLLECT

NMLTC may collect the following types of personal data about members which is filled in on a membership application form:

- Contact and communications information, including contact details such as email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you;
- Certain other information which members volunteer when making use of membership benefits (for example, when making use of Venue facilities).

### HOW WE USE PERSONAL DATA

Personal data provided to NMLTC 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 Venue membership, including:
  - informing about court / facilities opening hours;
  - taking payment of membership fees;
  - informing of club events and general Venue information by email;

- Contact for competitions members may have entered;
- Administration of the Wimbledon ballot;
- Research and statistical analysis about who is playing tennis at our Venue;
- Communication about our Venue activities that we think may be of interest;
- Where this is necessary for our legitimate interests, for example: in increasing use of our venue's facilities and participating in the game generally;
- Promoting our Venue and promoting goods and services of third parties (for example, equipment suppliers, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you.

We do not store members details on the software platform online.

### MARKETING PREFERENCES

There are some communications, however, that NMLTC need to send regardless of members preferences in order for us to fulfil our contractual obligations to members. Examples of these essential service communications are:

- Membership related mailings such as membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

Members are in control of how we communicate with you. Members can update their choices and/or their contact details by contacting NMLTC through any of these options:

Telephone: **01704 227149**  
Email: **north.meols@talk21.com**  
Post: **North Meols LTC, Mill Lane Crescent, Southport PR9 7PF**

### SHARING YOUR INFORMATION WITH OTHERS

NMLTC do not sell or share personal data with other organisations.

NMLTC committee members, and database collator if not a committee member, only have access to personal data for the purposes of administering membership and giving access to the membership benefits to which members are entitled.

### HOW LONG YOUR INFORMATION IS KEPT

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

### MEMBERS RIGHTS

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

- Request access to their personal data: which is only as per your membership application form (commonly known as a «data subject access request»). This enables members to receive a copy of the personal data we hold and to check that we are lawfully processing it;
- Request correction of the personal data that we hold. This enables members to have any incomplete or inaccurate information we hold corrected;
- Request erasure of personal data. This enables members to ask for deletion or removal of personal data where there is no good reason for us continuing to process it. Members also have the right to ask to delete or remove personal data where members have exercised their right to object to processing (see below);
- Object to processing of personal data where NMLTC are relying on a legitimate interest and there is something about a particular situation which makes members want to object to processing on this ground;
- Request the restriction of processing of personal data. This enables members to ask NMLTC to suspend the processing of personal data, for example if members want us to establish its accuracy or the reason for processing it. Members can also withdraw their consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).

Please note that the above rights are not absolute, and NMLTC may be entitled to refuse requests where exceptions apply. If members remove their email address this will hinder our ability to give you, as a member, our venue information such as newsletters, social and playing events and general information.

### CONTACT AND COMPLAINTS

If members have any queries about this privacy policy or how NMLTC process personal data, or if members wish to exercise their legal rights, please contact the Chairman:

by email: **north.meols@talk21.com**  
by telephone: **01704 227149**  
or by post: **North Meols LTC, Mill Lane, Crescent, Southport. PR9 7PF**

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