
DATA PRIVACY POLICY

The Leamington Lawn Tennis and Squash Club abides by the EU GDPR (2018) regulation for data privacy of personal information. This Data Privacy Notice supersedes any previous notice and contains the Club's Data Privacy Policy for members, detailing:

- How we collect your personal information
- The Types of Information We Collect
- Why We Collect Your Personal Information and How We Use It
- How We Handle Your Information and with other Organisations
- How We Protect Your Data
- Your Choices
- Updates or Changes to the Privacy Policy and Further Information

How we collect your personal information

Generally, we collect your information when you decide to interact with us. This could include online, over the phone or in person, becoming a member or purchasing items or event tickets. We do not obtain any information if you just browse the Club's website without making any purchase.

The ways in which we collect information are listed below:

- Join as a member (you or your child)
- Register for coaching or competition, either for yourself or your children
- Register your child for a coaching or activity program
- Buy merchandise such as clothing or racquets
- Make a booking for room hire

The types of information we collect

We only collect the information that is necessary for a Member's Club, to keep you informed and provide you with the membership option you have requested. All information is obtained directly from you.

When you apply for membership, we need to collect information from you:

- Your name (first name and surname)
- Gender
- Email address
- Date of Birth
- Contact phone number(s)
- Bank details for direct debit processing. (The Club adheres to the Direct Debit Guarantee)
- Postal address

If you request a 'Student' concessionary membership, we may also collect:

- Name of college/university
- Course name

If you request the 'Unemployed' concessionary membership, we may also request:

- Eligibility for unemployed concession status

Why we collect your personal information and how we use it

The information we hold about you is used only to provide the membership option you have requested (including payment terms), and to keep you informed of Club activities and events.

How we handle your information with other organisations

The Club shares your personal information only with third party organisations that we are partnered with to process:

- Squash and Tennis court bookings
- Payments from your bank to the club

The Club will never share, sell, rent or trade your personal information to any third parties for marketing purposes without your prior consent.

- The Club is not responsible for the privacy notices and practices of other websites even if accessed using links from the Club's website (www.leamington-tennis-squash.co.uk) and recommends that you check the policy of each website you visit and contact its owner or Data Protection Manager if you have any concerns or questions.

Despite all our precautions, no data transmission over the internet is 100% secure. The Club cannot guarantee the security of any information which you disclose to the Club via a website and so wish to draw your attention to the fact that you do so at your own risk.

How we protect your data

The Club Manager is responsible for data storage and its control. The Club is committed to protecting the personal information you entrust to us. We adopt robust and appropriate technologies and policies, so the information we have about you is protected from unauthorised access and improper use (e.g. the Club's data network and property are protected appropriately).

- In the unlikely event of a data breach, meaning that your personal information has been obtained by an unauthorised person or organisation, the Club will notify you within 72 hours of discovery. The Club will also inform the UK data protection authority within 72 hours of discovery.

We will keep your information only for as long as is reasonably necessary for the purposes set out in this privacy notice and to fulfil our legal obligations. We will not keep more information than we need. If you terminate your membership (or do not renew at anniversary), the Club will retain your information for a maximum of 6 years.

For further information about how long we will keep your information, please contact the Club Manager.

Your choices

You should find it easy to access and amend the personal information that we hold on you, or request that we stop contacting you. It's your data and we want to make sure you are in control of it. Please contact the Club Manager to view or modify your personal information, contact or sharing options (proof of identity will be required). The Club will respond to such requests within one calendar month.

- You may request that the Club deletes your personal information from Club records. If requested during a membership period, your membership of the Club will be terminated immediately upon data erasure.

Updates or changes to the Privacy Policy and further information

This Policy was updated on 21st May 2018 in compliance with the European General Data Protection Regulation 2018. It may be updated in response to changes at the Club or to reflect changes to regulation or legislation.

Further information on data protection regulations and laws can be found at

<https://ico.org.uk/for-the-public>

The Management Committee

24 April 2023