

Privacy Notice

What personal data does Knowle Hill Tennis Club collect?

The data we routinely collect includes members' names, addresses, email addresses, telephone numbers (and dates of birth of Junior Members). We collect this data directly from our members when they join the club.

What is this personal data used for?

We use members' data for the administration of your membership; the communication of information, and the organisation of events.

Who is your data shared with?

Your personal data is not passed on to anyone.

Where does this data come from?

Data comes from membership forms when they join Knowle Hill Tennis Club or when members update their information directly.

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored at the home of the Secretary. Any information that is stored remotely is stored in compliance with the GDPR.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring Knowle Hill Tennis Club discharges its obligations under the GDPR is the Secretary, whose email is knowlhilltc@gmail.com.

Who has access to your data?

Members of the committee, team captains and coaching administrators have access to members' data in order for them to carry out their legitimate tasks for the organisation.

What is the legal basis for collecting this data?

Knowle Hill Tennis Club collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation and participant in an internationally recognised sport.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Secretary by email to knowlhilltc@gmail.com.

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you.

Does Knowle Hill Tennis Club collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data". We do not record any such special data.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You do not need to provide us with your date of birth unless you wish to have junior membership.
- You may choose not to receive information emails from Knowle Hill Tennis Club.
- These options can be implemented for your club membership by contacting the Secretary.

How long do we keep your data for, and why?

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Historical tournament lists are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

We normally keep members' information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.