

## PROTECTING YOUR PRIVACY



### **Introduction**

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data and keep it safe.

We know that there's a lot of information here but we want you to be fully informed about your rights, and how the Horsmonden Lawn Tennis uses your data.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

### **What is Horsmonden Lawn Tennis Club?**

Horsmonden Lawn Tennis Club which we'll refer to as HLTC in this document is a friendly Kentish Village Tennis Club located close to the heart of Horsmonden village. We play an active part in bringing together children from many different schools and people from all walks of life.

A club for all seasons and ages, we offer many opportunities for match play and a wide range of social events and tournaments to suit differing abilities, often supporting Charities such as Save The Children and RNLI.

### **Explaining the legal bases we rely on**

The law on data protection sets out a number of different reasons for which a company/organisation may collect and process your personal data, including:

#### **Contractual obligations**

We need your personal data to comply with our contractual obligations when conducting New Club Membership and Membership Renewals which include Tournament entries.

#### **Legal compliance**

HLTC maintains Insurance Coverage which may from time to time infer a Legal requirement upon us to collect and process your data.

As an LTA Club, we also have to Comply with the Policies and Procedures of the Lawn Tennis Association which requires us to provide personal data. For example, annual Wimbledon Tickets.

#### **Legitimate interest**

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our Tennis Club and which does not materially impact your rights, freedom or interests.

For example, we will use your data for LTA Registration purposes, Tennis League Data and Match Captains contacts.

#### **Consent**

During the annual process of New Memberships and Membership Renewals we can collect and process your data with your consent.

When collecting your personal data, we'll always make clear to you why it is necessary for HLTC to process your data.

#### **When do we collect your personal data?**

During the annual process of New Memberships, existing Membership Renewals and Tournament Entries and infrequently when you advise us of any change.

#### **What sort of personal data do we collect?**

- Full Name
- Other Family members Names
- Address incl. Post Code

- Contact Numbers
- Email
- Date of Birth (mainly for Juniors)
- Bank Details
- BTM (British Tennis Membership) Number
- Consent for Photos/videos/film to be used for promotional purposes for example HLTC's Website and Brochure
- Photographs taken during Events, Matches such as Club Finals Day
- Court Bookings - when using our Website for booking Courts - For security we'll keep encrypted record of your login usernames and passwords

**How and why do we use your personal data?**

We treat your data with the utmost care and take appropriate steps to protect it.

Personal data provided to us will be used for the explicit purposes set out at the time of collection for example annual membership renewal and, where relevant, in accordance with any preferences you express.

Most commonly, we will use your personal data for the following purposes:

- Administration of your membership, matches, camp bookings, etc;
- Payment of membership fees;
- Administration of the Wimbledon ballot;
- Where necessary for the performance of a contract (incl. any terms and conditions relating to your membership);
- Communication about our activities that we think may be of interest to you;
- Compliance with the LTA;
- Compliance with our Insurers;
- Storing your details on the software platform we use for our online court booking system;
- As a Village Club for our legitimate interests (for example in increasing membership and participation in the game);
- Promoting our Venue and on occasion promoting services of third parties (for example, Ex Professional players running our Open Day event) where we think this will be of interest to you.

**How we protect your personal data**

We understand how much data security matters to our members. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

We will ensure your physical data is safely and securely stored and all electronic data subject to encryption.

**How long will we keep your personal data**

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of our Retention Period (3 Years) for lapsed memberships, we shall delete the data completely. Financial Data is kept for 7 Years.

**Who do we share your personal data with?**

For the purposes of our LTA Membership and Compliance, we share your data with the Lawn Tennis Association. For the purposes of Insurance, we could also share your data with our Insurers when required.

We also share your data with our coaching Team and we may also share your data with our Photographer for the purposes of capturing pictures at Matches and Events that we hold that you may attend and participate in.

**Where your personal data may be processed**

Your data is processed by the Club's committee members most of whom live in the village and by our third-party partners on our behalf, such as Email/Data Storage Service providers, Coaches and our Photographers.

**What are your rights over your personal data?**

## **An overview of your different rights**

You have the right to request:

- Access to the personal data we hold about you, free of charge in most cases
- The correction of your personal data when incorrect, out of date or incomplete
- That we stop using your personal data for any marketing or promotional activities
- That we stop any consent-based processing of your personal data after you withdraw that consent

You can contact us to request to exercise these rights at any time as follows:

To ask for your information please contact The Data Protection Officer, Horsmonden Lawn Tennis Club, Maidstone Road, Horsmonden, Kent, TN12 8DA or email [privacy@horsmondentennis.co.uk](mailto:privacy@horsmondentennis.co.uk). To ask for your information to be amended please email or write to us with your requested changes.

If we choose not to action your request we will explain to you the reasons for our refusal.

## **Your right to withdraw consent**

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

## **Where we rely on our legitimate interest**

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation.

We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

## **Marketing and Promotional Communications**

You have the right to stop the use of your personal data for direct marketing activity through all channels, or selected channels. We must always comply with your request.

## **Contacting the Regulator**

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling 0303 123 1113.

Or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) (opens in a new window; please note we can't be responsible for the content of external websites)

## **Any questions?**

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact our Data Protection Officer who will be pleased to help you:

- Email us on [privacy@horsmondentennis.co.uk](mailto:privacy@horsmondentennis.co.uk)
- Or write to us at

**Data Protection Officer  
Horsmonden Lawn Tennis Club  
Maidstone Road  
Horsmonden  
Kent  
TN12 8DA**

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