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**GDPR : Privacy Policy for Members**

**(May 2018)**

The privacy policy will be provided to existing members before 25 May 2018 and provided to new members when they join the Venue.

It will also be made available on the MTC website, on our Home Page.

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Marshfield Tennis Club (the “Venue”) of Withymead Playing Fields, Marshfield, S Gloucester .

**About this document**

This privacy policy sets out the way we process your personal data.. We have created this privacy policy to make sure you are aware of how we use your data as a member of our tennis venue.

**How we collect your information**

We collect your personal data:

* Directly from you, when you fill in an application for membership, when you make enquiries on our website, when you provide information via the Venue’s club management software or court booking system, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
* From someone else who has applied for membership on your behalf (for example a family member or your tennis coach who has provided us with your contact details for that purpose);
* From the LTA (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised about our Venue).

**The types of information we collect**

We collect the following types of personal data about our members including children:

* Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
* Gender and date of birth of adults and children under 18;
* Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings or making use of other Venue facilities).

**How we use personal data**

Personal data provided to us will be used for the purposes of maintaining a list of members..

More generally, we will use your personal data for the following purposes:

* Administration of your Venue membership, including:
	+ taking payment of membership fees;
* Identifying when children move from one membership category to another by age – namely from Mini to Junior and Junior to Under 25
* Administration of the Wimbledon ballot;

where this is necessary for the performance of a contract (including any written terms and conditions relating to your membership) with you;

* Research and statistical analysis about who is playing tennis in our Venue;
* Communication about our Venue activities that we think may be of interest to you;
* Storing your details on the Clubspark software platform we use for our online Venue member management database / court booking system. Please note that your own use of the software or system is subject to the Terms and Conditions and Privacy Policy published on that site;

where this is necessary for our legitimate interests (for example in increasing use of our Venue’s facilities and participation in the game generally);

**Your marketing preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our Venue. Examples of these essential service communications are:

* Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).
* Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

You are in control of how we communicate with you. You can update your contact details via your Clubspark profile or by contacting the Club:

Telephone: 07764 815016 (Karen Wigley membership Secretary)

Email: Marshfieldtennisclub@hotmail.co.uk

**Sharing your information with others**

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

* Our employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.

**Photographs**

We adopt and follow the LTA “Photography and Recording Policy” which is on our website. Consent for any publication of images of children will be sought and recorded on our behalf by Sam Hull (Head Coach). Under his consents Sam may upload photographs to our website or potentially our facebook page of children with the necessary consents on our behalf from time to time.

Our website currently contains some photographs of adults. Should you wish any of these to be removed we invite you to let us know by return. You will be invited to give Consent for any future publication of photos on our website for example at Club events, tournament winners and captains collecting trophies via your Clubspark account.

**How long your information is kept**

We keep your 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 you have a valid Venue membership and for a period of two years after your last interaction with us (for accounting, and record-keeping purposes).

**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. This enables you to have any incomplete or inaccurate information we hold about you corrected.
* 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 (see below).
* Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
* Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
* Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

**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 legal rights, you may contact [Karen Wigley – Co-Chair Marshfield Tennis Club

* by email: Marshfieldtennisclub@hotmail.co.uk
* by telephone: [07764815016

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 laws from the Information Commissioner’s Office website: [www.ico.org.uk](http://www.ico.org.uk).