



Chelsfield Park Lawn Tennis Club

Privacy Policy

Introduction

At Chelsfield Park Lawn Tennis Club, we are committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and other applicable data protection laws. By using our services, including membership registration and court booking, you agree to the collection and use of your personal information as outlined below.

Information we collect

1. Personal Data

We collect personal data that you provide to us when you register for membership, book a court through Clubspark, participate in club events, contact us via email, phone or in person. This may include:

The types of personal information we may collect include:

- **Personal information:** Name, address, email address, phone number, date of birth and gender
- **Membership details:** Membership type, registration information, payment information
- **Court booking information:** Booking dates and times, court usage history
- **Health information (if provided):** We may ask for health information relevant to your participation in tennis activities, with the purpose of your health and wellbeing at the club. This special category personal data, we hold only with your consent, or, if applicable, with the consent of your parent or guardian

2. How we use your information

We use your personal data to:

- Manage your membership and process payments
- Provide you with club services
- Provide access to Clubspark for court bookings
- Communicate with you about Club activities and events
- Respond to your queries and requests
- To comply with legal obligations
- Improve our services and monitor the usage of our club

3. Legal basis for processing

We process your personal data under the following legal bases:

- **Performance of a contract:** To fulfil the terms of your membership or court booking agreement.
- **Consent:** For any additional purposes (e.g., newsletters or event notifications) where you have given consent.
- **Legitimate interests:** To operate and improve our services, provided your rights and freedoms are not overridden.
- **Legal obligations:** Where we are required to share data for regulatory purposes.



Chelsfield Park Lawn Tennis Club

4. How we share your information

We may share your personal information with third parties in the following circumstances:

- **Clubspark:** As part of our use of Clubspark for membership and court booking management, your personal information will be stored on their platform. Clubspark is responsible for the secure processing of your data in accordance with its privacy policy
- **Lawn Tennis Association (LTA):** As a registered club with the LTA, we may need to share your membership details with the LTA for compliance with their regulations
- **Service providers:** We may share your data with trusted service providers who assist us with operating our club, such as payment processors or email communication tools
- **Legal or regulatory authorities:** If required by law, we may disclose your personal information to comply with legal obligations

5. Data security

We take the security of your personal data seriously and implement appropriate technical and organizational measures to protect it against unauthorized access, loss, or destruction.

6. Data retention

We keep your personal data while you continue to be a member or are an active user of the Club. We will delete your personal data as soon as reasonably practicable after you have ended your membership or ceased to use the Club (on a permanent basis) or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

7. Your rights

You have the following rights concerning your personal data:

- **Access:** You can request a copy of the personal data we hold about you.
- **Rectification:** You can request that we correct any inaccurate or incomplete personal data.
- **Deletion:** You can request that we delete your personal data, subject to legal obligations.
- **Objection:** You can object to the processing of your personal data under certain circumstances.
- **Restriction:** You can request that we restrict the processing of your personal data.
- **Portability:** You can request a transfer of your personal data to another organization.

We may update this Privacy Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. We will notify you of any significant changes by email or through our website.

If you have any questions or concerns about this Privacy Policy or how we handle your personal data, please contact the Club chair person – Barbara Pouw-van de Velde.