



Bewdley Tennis Club data management and Privacy Policy

Who we are

Bewdley Tennis Club 20 Stourport Road Bewdley Worcestershire DY12 1BD.
We are a not for profit, members tennis club owned by members run by member volunteers.

Background on the updated privacy policy

On of 25th May 2018, a new data privacy regulation came into force, known as GDPR (General Data Protection Regulation) which superseded the Data Protection Act 1998. GDPR requires organisations to consider data they hold more closely, whether there is a requirement to hold the data at all and ensure robust security is in place for any Personal Data that organisations do hold.

Under GDPR we have a number of lawful reasons that we can use (or 'process') your personal information. One of the lawful reasons is called 'legitimate interests'.

Broadly speaking Legitimate Interests means that we can process your personal information if: We have a genuine and legitimate reason and we are not harming any of your rights and interests.

Members' personal information

So, what does this mean for members and those attending the club?

When you provide your personal details to the club, we use your information for the club's legitimate business interests to assist with membership subscriptions and member updates, the running of both events and the club. We only use individuals' data in ways they would reasonably expect, unless we have a very good reason. We are not using people's data in ways they would find intrusive or which could cause them harm, unless we have a very good reason.

What data do we collect and why?

Bewdley Tennis Club collects personal data related to memberships, this data includes:

Full Name - to identify members.

Email address - used to communicate with members.

Phone number - used to contact members when email has been unsuccessful.

Gender - used for addressing in emails, newsletters for gender specific topics such as ladies or men's teams etc.

Age – used to determine appropriate junior tennis classification and membership category.

Address – postcode used to determine geographical spread of membership.

Registers of attendance -for proper conduct of the Annual General meeting, meetings and events you attend and to comply with any statutory obligations
For volunteers with safeguarding responsibilities and anyone one required to hold DBS clearance – data required to ensure clearance.

If you request the concessionary membership, we may also request evidence of eligibility for concession status

How long do we keep data?

We will keep your membership data whilst you remain a member. We will delete data on lapsed members other than name within 24 months of them ceasing to be a paid member. Other contacts who are interested in tennis related matters and do not ask to be removed will continue to receive occasional information about club activity and events.

Information collected in the course of other contractual and financial arrangement will be kept for 6 years.

Third parties providing services to members (such as coaching) which requires them to collect personal data will be required to demonstrate an appropriate data management /privacy policy is in place to protect members' data.

Your rights

To be informed - Individuals have the right to be informed about the collection and use of their personal data. This privacy policy statement is us informing you of data collection and our purposes for processing your personal data.

Rectification - Individuals have the right to require us to rectify any inaccurate personal data we hold about you. You may request updates to your data addressed to the club's Membership Secretary.

Access - Individuals have the right to access their personal data.

Erasure - Individuals have the right to delete all data that we hold. This can be achieved by contacting our club secretary or a committee member. In this event you will then cease to receive communications from Bewdley Tennis Club.

More information on your rights can be found at knowyourprivacyrights.org and on the Information commissioners office (ICO) website <https://ico.org.uk/for-the-public>

What we do with your data?

None of your personal data will be sold to third parties. Your data is used only for

Bewdley Tennis Club membership related activities including reminders of subscriptions and newsletter communications.

If you have any questions related to this policy, please contact Membership Secretary Audrey Bradley c/o enquiries@bewdleytennisclub.org.uk

Complaints Any complaints about the use or retention of your personal information should be raised with the membership secretary as above. Bewdley Tennis club has a formal complaints procedure if you are unhappy with the initial response. Individuals can also complain to the Information commissioner at <https://ico.org.uk/forthe-public>
Policy updates This policy will be reviewed and if appropriate updated annually.

Last review date June 2021