

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Controller is **Wargrave Tennis Club** (the "Club") of **Recreation Road, Wargrave, Berkshire RG10 8BG**.

Wargrave Lawn Tennis Club (WLTC) is committed to protecting and respecting your privacy.

About this document

This privacy policy explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold. This privacy policy concerns our processing of personal data of members, prospective members and volunteers.

How we collect your information

We may collect your personal data in a number of ways, for example:

- 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 may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

1. Contact and communications information, including:
 - your contact details (including email address(es), telephone numbers and postal address(es));
 - contact details (through various means, as above) for your family members and 'next of kin';
 - records of communications and interactions we have had with you;
 - Certain other information which you volunteer when making use of your membership benefits;
2. Biographical information , including:
 - your name, title, gender and date of birth;
 - information concerning your health and medical conditions;
 - your image and likeness, including as captured in photographs taken for Club purposes;

How we use your information

The purposes for which we may use personal data we collect in connection with your membership or other engagement with us include:

- administering the Club's membership database;
- checking membership fees have been paid;
- contacting you about Club tennis related events;
- contacting you about Club social events;
- contacting you about Lawn Tennis Association related events;
- administration of the Wimbledon ballot;
- sharing your contact details with other Club members in relation the league and tournament matches;
- sharing your contact details with our approved coaching company in relation to tennis coaching at the Club;
- to seek your views or comments on matters that are relevant to the Club;
- research and statistical analysis about who is playing tennis at the Club;
- sharing your personal data with the LTA, county tennis associations and other venues for reasonable purposes in connection with the operation of the Venue.

The basis for processing your information

We may process your personal data for the above purposes because:

- it is necessary for the efficient administration and financial performance of the Club;
- it is necessary for our or approved coaching company's legitimate interests. Our "legitimate interests" include our reasonable interests in the operation of the Club, in accordance with all relevant legal requirements;
- it is necessary to protect your or another person's vital interests (in certain limited circumstances, for example where you have an accident or illness at the Club and we have to process your personal data in order to ensure you receive appropriate medical attention);

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 other members, volunteers, and the Club's approved coaching company;

- when we are legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction), for example by HM Revenue and Customs;

- to the LTA and county tennis associations.

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 members and volunteers we keep it for as long as you have an active membership, or volunteer relationship with us and for a reasonable period thereafter, (normally six years), for record-keeping and legal reasons.

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. You also have the right to object where we are processing your personal data for direct marketing purposes.
- 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 information (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 rights, you may contact the Club Chairman:

- by email: chairman@wargraveltc.co.uk;
- by telephone: 077488 07759;
- or by post: Wargrave Tennis Club, Recreation Road, Wargrave, Berkshire RG10 8BG.

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 legislation from the Information Commissioner's Office website available at www.ico.org.uk.