

DULLATUR LAWN TENNIS CLUB

PRIVACY NOTICE

What personal data does Dullatur Lawn Tennis Club ('DLTC') collect?

The information on members that we routinely collect includes members' names, addresses, email addresses and telephone numbers (for phone calls, text messaging and 'WhatsApp' messaging). Where applicable, we also collect medical information (for example a note of any allergies) and emergency contact details in relation to junior members. This is to enable DLTC coaches to take appropriate action in the event of a medical emergency.

We collect this data directly from our members when they join DLTC or book coaching on our WebCollect online membership management system. Members can view this data and make updates as required. At the start of each new tennis season (around April each year), we will ask members to review the information held in the DLTC WebCollect system and to update if necessary. If the member does not take out a new subscription or coaching booking, then any related data is deleted within 6 months of the start of the new season (1st April). The member can then choose to delete their WebCollect login if they wish.

On occasion, we may also take your photograph at a club event. Please note that we seek your permission to use any photography within the event/coaching booking form in our WebCollect online system via a consent checkbox.

What is this data used for?

DLTC use this data for the administration of your membership and coaching (if applicable), the communication of information about DLTC and organisation of DLTC events.

Who is your data shared with?

None of this data is shared with any other organisation outside of DLTC. Relevant contact details and any medical information of which DLTC has been advised, is made available to the DLTC coaches for the purposes of (i) organising and communicating coaching schedules or cancellations and (ii) administration of appropriate first aid on court if required and subsequent contacting of emergency contacts.

How is your data stored?

This data is stored securely online in the DLTC WebCollect system in compliance with the General Data Protection Regulation ('GDPR') and access is limited to the DLTC Committee and coaches (for the reasons noted above).

The WebCollect organisation has its own Privacy Policy and Terms and Conditions relating to the service they provide for the DLTC, including the security of information storage. You can contact WebCollect with any questions relating to the storage of your information in the online system here: privacy@webcollect.org.uk .

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR we do not have a statutory requirement to appoint a Data Protection Officer. The DLTC Committee is jointly responsible for ensuring that DLTC discharges its obligations under the GDPR. If you have any questions about GDPR and your data, please contact a member of the DLTC Committee via dullaturtennis@gmail.com.

Our online membership management system provider, WebCollect, have a Data Protection Officer and information is available on their website: <https://webcollect.org.uk/pub/help> .

Who has access to your data?

DLTC Committee Members and coaches have access to members' data in order for them to carry out their legitimate tasks for the club.

What is the legal basis for collecting the data?

DLTC collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

How can you check the data DLTC holds about you?

If you want to see the data we hold about you, please access your WebCollect account here: <https://webcollect.org.uk/dltc> . You are able to view and update your personal details and other information at any time.

Does DLTC collect any 'special' data?

The GDPR refers to 'sensitive' personal data as '*special categories of personal data*'. DLTC only record details of relevant medical information (for example allergies, conditions or injury information) which you provide in the online WebCollect system via your membership and/or coaching/event forms on your own behalf, or on behalf of a junior member.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used, namely:

- you may choose to maintain your membership of DLTC with your name and email address, but limited contact details. However, DLTC do require at least one method to be able to contact you and we require certain contact details for Juniors. You can control this data via the DLTC WebCollect system.
- you may opt out of receiving DLTC information emails by contacting a member of the DLTC Committee via dullaturtennis@gmail.com. Please note that we do not send anything on behalf of other organisations.

How long do we retain your data and why?

We keep this data as long as you are a member of DLTC, and you can update this annually on membership renewal each season or as frequently as you wish. Any 'sensitive' data that is collected for a specific event (e.g. medical details for coaching) is deleted via a data cleanse which is conducted regularly and at least annually. All of your data that is held in the DLTC WebCollect system is deleted when you leave DLTC and cease to be a member. You are responsible for deleting your own WebCollect login account.

Historical match results, competition winners, prize lists etc are required for archiving purposes and names cannot be removed from those.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

DLTC Committee

March 2019