

Huntingdon & Peterborough Tennis Association

Privacy Policy for Member Clubs

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Huntingdon & Peterborough Tennis Association, c/o The Secretary, 104 London Road, Chatteris, Cambridgeshire, PE16 6SF.

About this document

This privacy policy sets out the way we process club contact and or your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member of our Association.

How we collect your information

We may collect club or personal data in a few limited ways, namely:

- Directly from club Secretaries or designated club contacts, when they fill in an application for league membership, when enquiries are made on our website, or when you interact with us during your time as a member of a member club in various other ways (for example, where you enter a competition, or sign up for a course or event organized by the Association);
- From a club Secretary or club designated contact who has provided details of their club members who are designated as team captain or contact for the club contact list.
- From the LTA (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised).

The types of information we collect

We may collect the following types of personal data about clubs and individuals:

- Contact and communication information, including contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information, such as BACS payments.

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend an Association competition or social event.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

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

- Administration of club membership, including:
 - informing club Secretaries or designated club contacts about league entry, competitions and Association meetings;
 - taking payment of membership fees;
 - production of member club's designated team captains or contacts for a club contact list provided to other clubs.
- Research and statistical analysis about member clubs;
- Communication about Association or member club activities that we think may be of interest to you;
- Storing your details on the software platform we use for our Venue member management database where this is necessary for our legitimate interests (for example in member clubs' facilities and participation in the game generally);
- Promoting our Association and promoting goods and services of third parties (for example, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you;

where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

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 Association. Examples of these essential service communications are:

- Records of transactions, such as payment receipts.
- Membership related mailings such as club membership renewal reminders, league entry forms or notices of formal meetings and information.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 01354 695560

Email: secretary@hptennis.org.uk or sspilkawba@aol.com

Post: The Secretary
Huntingdon & Peterborough Tennis Association
104 London Road
Chatteris
Cambridgeshire
PE16 6SF

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 committee, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Club Team Captains or designated contact for the purpose of running league teams.

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 Association membership or are designated by your club as Club Secretary or team captain or contact and for a period of six 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 the Association Secretary, Steve Spilka or Association Chairperson, Kath Marshall:

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.