



## SELSDON TENNIS CLUB LIMITED

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### General Data Protection Regulation

### PRIVACY POLICY

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Data protection rules have undergone sweeping changes. To keep up with the huge amount of digital data being created, rules have been re-written and enforced.

GDPR will bring outdated personal data laws up to speed with an increasingly digital era. The previous data protection laws were put in place during the 1990s and have not been able to keep pace with the levels of technological change.

GDPR boosts the rights of individuals and gives them more control over their information.

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We believe the most important details, though, are yours – and to keep the information you share with us as safe as possible, we have updated our privacy policy in line with the requirements set out by the General Data Protection Regulation.

We will only ever use the details you share with us to help make your tennis experience the best it can be, and nothing else. Your details, which you provided via a membership form, is on our data base. Our data base is password protected and we do not sell, trade, or rent your personal information to others.

This is our standard data protection privacy policy:

When it comes to your privacy, we will always be clear about why we need the details we ask for, and ensure your personal information is kept secure. How we do this is explained below.

The Selsdon Tennis Club is committed to protecting your privacy. We comply with the principles of the Data Protection Act and aim to maintain best-practice standards in our processing of personal and/or sensitive personal data.

How we use your information:

We use the information we receive from you to provide you with information on tennis and/or services that you request, to communicate with you, and to personalise information sent to you. Any new information you provide us may be used to update an existing record we hold for you.

We ask for your home telephone and or mobile number, email address and postal address to enable us to contact you in relation to an enquiry you have made, to contact you about relevant tennis events and to contact you if there is a problem, or there is another genuine reason for doing so.

Occasionally, we may also use the information we collect to notify you by post, phone, mobile phone, email, and SMS about new or existing services/events, we think you'll find of interest.

Generally, by providing the requested data you consent to us using that data for administrative purposes and for informing you of other services/events by letter, SMS, phone and/or email. We may also use the information we collect to occasionally notify you about important functionality changes to the website or in the tennis club.

If you make a donation and or legacy to Selsdon Tennis Club, your data will be kept secure within the administration services of the club by the Data Protection Officer.

Each time you receive electronic information or a message, you have the option to decline to receive further information from us. This is known as an 'opt-out'. If you wish to exercise the opt-out, please write to the Database Protection Officer at the Selsdon Tennis Club – address below.

If you have more than one address or email address, please make sure to notify any changes to your preferences for each address or email address you have registered with us.

As required by law we follow strict security procedures in the storage and disclosure of information you have given to us. If we provide information to anyone within the tennis club, e.g. committee member for fundraising, tennis coach for lessons, or a club member for tournament information, match and social play, we will exercise the strictest control over your data in accordance with regulations.

Before you provide any data to us, we will endeavour to make it clear why we need it. Otherwise, by providing us with information, either orally or in writing, or by using our website, you consent to the collection, use and processing of the information we obtain from or about you as a result of our dealings with you.

As a service, we will set up forums to enable members to communicate with each other, by making your telephone number available to other members of your forum.

At any time, you can opt out of receiving information from the Selsdon Tennis Club, participating in forums, or changing the method we use to communicate with you. You can update these preferences by contacting us, as previously mentioned.

Amendment and retention of information:

Please advise us in writing as to any changes in your circumstances. It is preferable for us to retain up to date information. We will amend details as required. We are, however, obliged and permitted by law and regulation to retain certain types of data for a minimum period of time.

Data subject access requests:

You have a statutory right of access to accessible personal data that we hold about you. In order to exercise this right, your application must be in writing for security reasons. Please refer to the information you wish to see giving dates, if possible.

Changes to our privacy policy:

If we decide to change our privacy policy, we will update all relevant documentation and post any changes on our website/notice board so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

Tell us what you think:

We are always delighted to hear your thoughts and welcome your questions and comments about privacy.

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Our mailing address is:

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Surrey  
CR2 8DU

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