

# Ashford Lawn Tennis Club (ALTC) Privacy Notice

Ashford Lawn Tennis Club (ALTC) endeavours to comply fully with the Data Protection Act 2018 and any superseding data protection legislation taking effect including the General Data Protection Regulation in its handling of personal data. We aim to keep your data safe and secure and to process the data for the purposes stated below.

We have a joint controller relationship with WR Sports who manage the site eg the clubhouse, carpark etc. and the access control system for all members of ALTC, Table Tennis and Bowls.

## Contact details

ALTC: Phone: 07711239825; Email [membership@ashfordtennisclub.co.uk](mailto:membership@ashfordtennisclub.co.uk)

WR Sports: Phone 01784 251255; Email [clubhouse@wrsports.co.uk](mailto:clubhouse@wrsports.co.uk)

## What information we collect, use, and why

We collect or use the following information for the purposes of:

- Responding to your enquiry (when you contact us via the website with a query).
- Managing your membership and access control to the courts.
- Providing access to Clubsparks online court booking system.
- Keeping you informed of membership renewal, club updates, events that are being organised by ALTC and/or events that are taking place on the site.
- To promote coaching and charity events that are being organised.
- Contacting your next of kin in the event of an emergency

The Lawful bases for collecting or using your personal information for service updates or marketing are:

- **Contract:** by completing the membership form and payment of fees you are entering a contract with ALTC's constitution to enable ALTC to process your membership and to adhere to the rules of the club
- **Legitimate Interest:** To inform you of information that is relevant to your membership of ALTC and to give you access to the tennis courts and the online booking system.
- **Vital interests:** Next of kin information is not mandatory, but is collected, so in the rare event of an emergency the next of kin can be contacted.

## Where we get personal information from

We get your information from the individuals directly unless the individual is under the age of 14 in which case it would be through their parent or guardian.

## How long we keep information

We will retain enquiry information for a maximum of 3 months after which it will be deleted.

We retain membership information for the duration of the membership. Once a member does not renew, we will hold the information for no longer than 6 months, after which it will be deleted.

## Who we share information with

- Clubsparks is the data processor that processes memberships on our behalf and also provides access to the online court booking system.
- WR Sports is a Joint controller that processes the information on our behalf for the purposes of providing members with a card for access control to the tennis courts and the clubhouse.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** - When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Any queries in relation to data protection issues or the use of data by ALTC/WR Sports should be addressed to the club's Data Protection Officer.

**Data Protection Officer:** Raji Sharma-Drake, Ashford Tennis Club, Woodthorpe Road, Ashford, Middx, TW15 3JX.