For the purposes of the General Data Protection Regulation (“GDPR”) and UK data protection laws, the controller is Syston Northfields Lawn Tennis Club of Northfields, Syston, Leicester, LE7 1HW.

**About this document**

 This privacy policy sets out the way we process your personal data and we’ve created this policy to make sure you are aware of how we use your data as a member of Syston Northfields LTC.

**How we collect your information**

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

Directly from you when you fill in an application for membership or when you interact with us during your time as a member in various ways (for example, where you enter a competition, renew your membership, sign up for coaching etc);

From someone else who has applied for membership on your behalf (for example a family member 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 Syston Northfields LTC).

**The types of information we collect**

We may collect the following types of personal data about you:

Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);

Any other information which you volunteer when completing your membership application/renewal form or when making use of your membership benefits.

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 a Syston Northfields LTC 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 will use your personal data for the following purposes:

Administration of your Syston Northfields LTC membership, including informing you about court/facilities availability and collection of membership fees;

Fulfilment of orders for goods and services;

Administration of the Wimbledon Ballot;

Communication about Syston Northfields LTC activities that we think may be of interest to you; Communicating information from organisers of tennis events, eg tournaments and competitions, coaching courses and equipment suppliers, where we think these will be of interest to you.

**Sharing your information with others**

We do not sell or share your personal data for other organisations to use.

**How we communicate with you**

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting the membership secretary. See our website for contact details.

**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 Syston Northfields LTC membership and for a period of six years after your last interaction with us (for accounting, tax reporting and recordkeeping 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.

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 club chairman – see our website for contact details.

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.