



General Data Protection Regulation – Privacy Notice

1. Introduction

This Privacy Notice explains in detail the personal data Hoylake Lawn Tennis Club (HLTC) collect about you as a member of HLTC. It also explains how we store and handle that data and keep it safe in line with GDPR General Data Protection Regulation (GDPR) which came into force on the 25th May 2018.

2. Data Collected

When you become a member we collect and process your data with your consent, directly from you, when you fill in an application for membership, when you make enquiries on our website, when you provide information via the club management software or court booking system (see <https://clubspark.lta.org.uk/HoylakeLawnTennisClub/PrivatePolicy>), or when you interact with us during your time as a member in various other ways for example, where you enter a competition, renew your membership, sign up for a course or lessons. The data we collect is your name, address, email address (if available), phone numbers, British Tennis Membership (see <https://www.lta.org.uk/about-us/>) number and date you joined. Financial information, including Direct Debit details. In addition, we hold medical details for Junior and Infant members – Doctor and known conditions and allergies and for coaches and Welfare Officers Disclosure and Barring checks.

3. How do we use your personal data?

HLTC uses this data to keep you updated with our activities and to administer subscription renewals. Team Captains are granted access to your data to organise matches. We may occasionally contact you if we would like either to gauge members' opinion or to inform members about an issue.

4. Data security

HLTC restricts access to your personal data to Committee Members, Coaches and Team Captains and will never share it with Third Parties without your explicit consent.

Whenever we collect or process your personal data, we will only keep it for as long as is necessary and for the purpose for which it was collected. At the end of that Retention Period, your data will be deleted completely.

5. Your rights

You have the right to request access to the personal data we hold about you and to amend your personal data when incorrect, out of date or incomplete.

To ask for your information or to request corrections please contact the Club Membership Secretary.

You have the right to change your mind at any time and withdraw consent for us to hold your personal data.

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk