



MORETON MORRELL TENNIS COURT CLUB

Moreton Morrell Warwick CV35 9AL
Telephone: 01926 651229



PRIVACY POLICY

Dear Member,

You will be aware that the General Data Protection Regulation comes into effect on 25 May 2018, by which time the Club will be compliant.

For the purposes of the General Data Protection Regulation and UK data protection laws, your data 'controller' is Moreton Morrell Tennis Court Club – 'the Club'.

About this document

This **privacy policy** sets out the way the Club processes your personal data. It has been created to ensure you are aware of how, as a member of the club, we collect, hold and use your personal data.

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, when you provide information via the Club's management software or when you interact with us during your time as a member in various other ways (for example, when you enter a competition, renew your membership, book lessons)

The types of information we collect

Professionals, Members of the Committee and the Assistant Treasurer may collect the following types of personal data about you:

- Contact and communications information, including your email address, telephone numbers, postal address and records of communications and interactions we have had with you

N.B. Personal banking details are not stored by the club but for those paying by direct debit, they are stored by the third party GoCardless System that facilitates collection of members' bar bills

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.

We will use your personal data for:

- Administration of your Club membership, including:
 - Informing you about and administration of court bookings, matches, competitions and tournaments
 - Contacting you for payment of membership fees and monthly bar bills. For those making monthly payments by direct debit, your financial details are securely held by the Go Cardless System.
 - News updates and fund raising initiatives for the Club's building repairs programme
 - Sale of and fulfilment of orders for club merchandise,

Where it is necessary for our legitimate interests, your contact details will be:

- a) Stored on the software and systems we use for club membership management and communications
- b) Recorded in the Members' handbook for which we will need your consent

N.B. Please note that your use of the RTO Booking system is subject to the Terms and Conditions and Privacy Policy of the RTO site

Your communication 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 preferences in order for us to fulfil our contractual obligations to you as a member of our Club. Examples of these essential service communications are:

- Emailed monthly invoices, statements and notices of impending Direct Debit payments and formal meetings

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: 01926 651229

Email: accounts@mmtcc.org

Post: Moreton Morrell Tennis Court Club, Moreton Morrell, Warwick CV35 9AL

The Club Website

No personal information is held on the website other than results and photographs of competitions you may have participated in

Children

Personal data of young members of the club are not available to any other member of the Club. Parental consent is sought for children under the age of 18 taking part in club activities

Data breaches

Any data breaches of personal data detected by the Treasurer, Assistant Treasurer or Head Professional will be reported immediately to the Club Chairman who will call an Exco meeting to investigate the breach

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 Club membership and for a period of six years after your last interaction with us (for accounting, tax reporting 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. You also have the right to object where we are processing your personal data for direct marketing purposes
- 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 the Club may be entitled to refuse requests where exceptions apply. The Club accepts that charges cannot be made for complying with a request and any request has to be resolved within a month

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:

- email: accounts@mmtcc.org
- telephone: 01926 651229 or
- post to: Moreton Morrell Tennis Court Club, Moreton Morrell, Warwick CV35 9AL

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

Andrew Hamilton
Chairman MMTCC

May 2018

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