



# WLTC PRIVACY POLICY

## What we collect from you

- Name, date of birth and address
- Contact information, including your email address(es), telephone numbers and postal address(es), records of communications and interactions we have had with you
- Membership Category, British Tennis Membership number and ratings if applicable
- Other information you volunteer when making use of your membership (for example, entering club competitions)
- Health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a social event or a coaching session
- For volunteers, employees and contractors, safeguarding information, where relevant

## What we do with the information collected

By obtaining this information Woodland will be able to administer your membership with our club

- Provide you with access details to the courts and clubhouse, including online court bookings
- Send communications from time to time about your membership and about Woodlands policies, procedures, court and facilities updates, social match play and other relevant news updates
- Providing team captains with contact information to facilitate matches against other clubs
- Promoting goods and services of relevant third parties (for example, operators of coaching courses, and organisers of tennis events)
- Health and Safety records (for example, the reporting of an accident.)

## How we share your information

We do not sell or share your information for any other organisation to use other than as set out below with who we may share the information:

- Someone legally acting on your behalf (e.g. a parent or a guardian)
- Our club's volunteers and organisers for the purpose of administering your membership and providing you with the membership benefits

- Competition organisers such as the LTA for competitions you are taking part in

## **How we store your personal data**

- The club uses the LTA approved online database
- Junior Registration forms are held in paper format by our Junior Co-ordinator

## **Who has access to your personal data**

- Smaller segments of the data will be known to other committee members and/or team captains to enable them to conduct legitimate tasks for the club such as organising competitive matches with other clubs

## **Use of photographs**

- The club may take photographs at club events and activities, in which you may be included.
- Photographs taken at the club or during club events may be used in promotional materials, on the club website or in social media posts.
- Persons present in photographs will be specifically asked for their permission before they are used.
- In the case of children being photographed, a parent or guardian's approval is required in writing.
- Photographing of children should be avoided where possible. Where the nature of the photograph requires children to be present, for instance to demonstrate coaching, the photographs should not be close up.

## **How long we keep your personal data**

We will keep your data only for as long as necessary for each purpose we use it, for example your personal contact details will be deleted as soon as you leave the club and are no longer a member whereas any financial transactions you made with us would be retained for a period of 6 years (for accounting and tax reporting purposes)

## **Have a query / complaint or want to check what data we hold**

Please contact the Chair of our club whose details may be found on the website