**Privacy Notice**

## At Queens Park Tennis Club we understand that we have a responsibility to protect and respect your privacy and look after your personal data. Data Protection law will change on 25 May 2018 and this Privacy Notice sets out your rights under the new laws.

In brief, this Privacy Notice explains what personal data we collect, how we use your personal data, reasons we may need to disclose your personal data to others and how we store your personal data securely.

For clarity, Queens Park Tennis Club may be both data controller and data processor for your personal data under certain circumstances.

We must advise that this policy is subject to change and improvement, so please check our website on a regular basis for any further changes.

**FAQs:**

1 Why do you need to process my data?

The law now states that we are only able to process personal data if we have valid reasons to do so. Anyone who becomes a member of this Club or books its facilities (courts or Clubhouse) will need to provide certain information including, but not restricted to, name, contact and payment details where needed. We will use this information to process and administrate your membership or booking.

2 Who can see my data?

Membership Secretary Pauline O’Reilly will be able to see your membership data. Pauline stores this information on a password protected computer that has security software.

Team captains will use the contact details your provide to them to administrate team matches and events as will Mel Bowden for the administration of coaching. Again, these will be stored on password protected, secure computers or on lockable mobile phones/androids.

Court booking is administrated by the LTA’s Clubspark and will be subject to their GDPR guidelines. Schools and organisations’ details for court bookings (not completed via Clubspark) will be held by Keith Stollery, Treasurer, who administrates these partner bookings. Any details Keith has are again stored on a password protected system with security software.

3 How long will you keep my data for?

For as long as you are a member at which point you will be deleted from our records. Alternatively, you can legally withdraw your consent for us to hold your data at any time and we will comply. This is known as your ‘right to be forgotten’. However, this may affect your active membership of the Club as you would no longer receive updates and correspondence from us.

4 Will you give my data to third parties?

No – we will only use your information to administrate Queens Park Tennis Club. At no point will be give any information we have to third parties without your express prior consent.

5 Use of Cookies on the Queens Park Tennis Club website

Our webmaster Mark Milligan writes: “We do not collect any data from our users and do not use cookies except for admin log-ins to WordPress. We also do not allow comments on the site, so no data is collected there. We do use the standard version of Google Analytics on the site, which tracks general site usage without collecting any personal data. We will continue to monitor this situation to ensure full compliance with GDPR rules.”

6 What if there’s a data breach?

In the unlikely event of a data breach, we shall ensure that our obligations under applicable data protection laws are complied with where necessary and will endeavor to inform those affected as soon as possible.

7 Who can I contact if I don’t think you’re doing enough to handle and protect our data?

You have the right to make a complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

8 Who can I talk to at Queens Park Tennis Club about this?

If you have any concerns, please contact Data Protection Officer Denise Davies on 01273 676360