



THAXTED TENNIS CLUB

Privacy Policy 2024

[Abstract](#)

Data Protection Policy for Thaxted Tennis Club and Tennis Venues
Updated February 2024

Thaxted Tennis Club
thaxted.tennis@gmail.com

DATA PROTECTION GUIDANCE FOR TENNIS VENUES

The General Data Protection Regulation (GDPR) took effect across the EU on 25 May 2018 and was retained in UK law following Brexit as the UK GDPR. It, along with the Data Protection Act 2018, sets out the legal and regulatory framework for the safeguarding of personal data that all organisations must comply with regardless of their size.

Tennis venues hold and use the personal data of individuals (mainly details of their members, customers, employees, and volunteers such as their names, addresses, phone numbers, email addresses and dates of birth). Organisations that hold personal data and are the main decision makers of how that personal data is used are known as data controllers.

Thaxted Tennis Club uses the LTA supplied ClubSpark system to hold your membership information. You can view the ClubSpark Privacy Policy here [ClubSpark: Privacy Policy](#)

As a data processor this privacy notice sets out in detail what information we hold about you (such as your contact details, address, etc.), how your personal information may be used and the reasons for these uses, together with details of your rights. We will provide this privacy notice at the time we collect the personal information from you.

Information that TTC holds about you

Depending on the circumstances (see section 4 – how we collect your personal information), we may collect, store, and use the following categories of personal information about you:

1. Personal contact details such as name, title, addresses telephone numbers and e-mail addresses
2. Date of birth
3. Gender

How we collect your personal information

Directly from you - for example, through the booking of a resource (court, table, running group), booking of a course or session (coaching), purchasing or renewing membership or booking an activity at an event.

From someone else acting on your behalf – for example where a parent or guardian has purchased a membership or course for a child.

Why we use your personal data

To perform the services you have requested on acceptance of the terms and conditions of ClubSpark and any other agreements in which we enter into with you from time to time or the data controller. For example, to:

1. Process court or other resource bookings
2. Process coaching sessions, course and programme bookings
3. Process membership transactions
4. Process event bookings
5. Set up and process competition data
6. Set up coaches or volunteers to run coaching programmes
7. Distribute communications about club events that may be of interest

Who we may share your data with

Personal information collected and processed by ClubSpark may be shared with the following recipients, or categories of recipients, where necessary:

1. Someone acting on your behalf, for example a parent or guardian who has purchased Membership, coaching course, or programmes for you as their child;
2. Competition organisers and officials involved in competitions you are taking part in;
3. TTC Committee members and coaches for the purposes of membership, booking a court or other resource; coaching programme or club activities

The period for which we will keep your information

We will keep your information for as long as is necessary for us to fulfil the purposes that we describe in this policy. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements of the data controller.

Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

1. It is important that the personal information we hold about you is accurate and current. Please update your personal records for any changes on a timely basis.

Your rights in connection with personal information

1. Under certain circumstances by law, you have the right to:
 - a. Request access to your personal information (commonly known as a "data subject access"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
 - b. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
 - c. Request erasure of your personal information. This enables you to ask us to delete or remove personal information 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 information where you have exercised your right to object to processing (see below).
 - d. Object to processing of your personal information where we are relying on a legitimate interest and there is something about your personal 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 information for direct marketing purposes.
 - e. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to review, verify, correct, or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the committee. You can see the main personal data that ClubSpark holds relating to yourself by logging into the ClubSpark system and viewing your profile information.

Alternatively, we may refuse to comply with the request in such circumstances. We may need to request specific information from you to help us confirm your identity and ensure your right to access

the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Further Information

1. Our Data Protection Officer is the Club Chairman.
2. We use the ClubSpark system as the primary platform on which we hold your personal information. We do not hold any of your personal information outside this system other than as follows:
 - a. A small number of Committee members have access to the ClubSpark system for the purposes of managing the Club. This will include the Chairman, Membership Secretary, Club Secretary, Treasurer and Team Captains.
 - b. We extract a list of email addresses from ClubSpark on a regular basis in order to send out club newsletters or notifications. We will always endeavour to use the "blind copy" function on our emails to members so that your email address is not made visible to others.
 - c. We provide a list of the Junior players contact information to the Coaching staff for use to contact parents on a regular or emergency basis.
 - d. Contact details for Committee Members, Team Captains and Coaching Staff will be made available on the Contacts page of this website, and on the Club noticeboards.

Jan 2017 updated February 2024. Approved June 2024