PRIVACY NOTICE

Laurieston tennis club will be a “controller” of the personal information that you provide to us in the application form.

When you join Laurieston Tennis Club we ask you for the following information:

Contact details, name, address email address and phone number and in the case under 18’s, date of birth.

Why we need personal information

We need to collect our members’ personal information so that we can manage your membership.

We will use our members personal information to:

1 Provide you with information on club activities, competitions and social events.

2. to inform you if club events have to be cancelled due to inclement weather.

3. In the case of volunteers, we need the information to do PVG and safeguard checks.

4. To send you information about courses or competitions outwith our own club

5. to provide you with information about membership renewals.

What we do with your personal information and how we protect it

Your personal information is sored in our electronic filing system and our server is based in the uk. It is accessed by the membership secretary for the purposes set out above.

We may display your name and phone number on the noticeboard during club championships in order that members can contact each other to arrange matches

How long we keep your information

We will only keep your personal information for as long as necessary to provide you with membership services

Photographs

From time to time we may put photographs of club activities on facebook or our website with your permission

Your rights

You have a right to request access to the personal information we hold about you by making a “subject access request”

You have a right to request that that we restrict the processing of your personal information for specific purposes.

Any requests received by Laurieston Tennis Club will be considered under applicable data protection legislation.

If you remain dissatisfied you have a right to raise a complaint with the Information Commissioner’s office at www.ico.org.uk