**Privacy Notice**

Any reference to **we, our, us, the club** within the policy refers to Beechcroft Tennis and Multi Sports Club and its subsidiaries (Solihull Football Centre & MP Sports)

The Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership or play, the club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

**What personal data we hold on you**

You may give us information about you by filling in forms, or by corresponding with us by phone, e-mail, social media or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, gender, address, e-mail address, phone number, the name and phone number of emergency contact and, for juniors, name, phone number and email address of parent/carer. We also ask for relevant health information, or other data which is classed as special category personal data. Records of your attendance will also be kept. We may hold CCTV footage, images in video or photographic form, identification document copies such as passports/ ID cards, any disciplinary information and competition results.

**Why we need your personal data & who has access to it**

The reason we need your data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

. For training and competition entry

· Sharing personal data with club coaches or officials to administer training sessions;

· Sharing personal data with club team managers to enter events; and

· Sharing personal data with leagues, county associations and other competition providers for entry in events.

· Sharing anonymous data with a funding partner as condition of grant funding e.g. Local Authority;

· Analysing anonymous data to monitor club trends for membership and club management

.To send you information which is included within your membership benefits package, including details about competitions and events, offers and discounts and any updates on closure/session time alterations

· Processing of membership forms and payments

. To respond to queries and complaints

. Records of attendance to comply with health and safety requirements and accounting.

· Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events; and

· Publishing of match and competition results, names only will be used

. Marketing and communications (where separate consent is provided)

· Sending information about selling club kit and merchandise.

. Advertising or promotion of sessions.

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On first attendance we may collect personal data from non-members, such as name, date of birth, gender, address, e-mail address, phone number, the name and phone number of emergency contact and, for juniors, name, phone number and email address of parent/carer. This information will be stored while non-members and members continue to train with the club. If non-members do not register with the club and continue to train, the data will be stored for 12 months after last attendance and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages: Facebook, Twitter and WhatsApp. All members and non-members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

**Who we share your personal data with**

When you become a tennis member you will require a British Tennis Membership (BTM) number to play in matches, **we do not** pass your information onto the Lawn Tennis Association (LTA) you have to apply yourself online and can control and set your own privacy settings through the portal. The only information we share with the LTA is anonymous e.g. gender, ethnic group, date of birth.

.The Government or our regulators: where we are required to do so by law or to assist with their investigations or initiatives.

. Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

. Any party approved by you.

**How long we hold your personal data**

We will hold your personal data on file for as long as you are a member or active non-member with us. Members data is updated every year on annual membership forms. Any personal data we hold on you will be **securely destroyed after five years of inactivity on that member’s account.** Your data is not processed for any further purposes other than those detailed in this policy.

Any CCTV records will be held for no more than 30days unless we need to preserve the records for the purpose of prevention and detection of crime.

Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. Alternatively, you can contact us by using the details set out in the "**Contacting us**" section on the

websites.

**Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner’s website at https://ico.org.uk/for-the-public/.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner’s Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

**Changes to this notice**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

**Assignment Clause**

If our business is sold in the future the new business owner can have access to the data we have on file only in the same way as opted originally unless otherwise requested.

**Contacting us**

In the event of any query or complaint in connection with the information we hold about you, please email [beechcroftsportsclub@gmail.com – Beechcroft / solihullfootballcentre@gmail.com – Solihull Football Centre / murtagh223@btinternet.com – MP Sports] or write to us at [268 Tanworth Lane, Shirley, Solihull, B90 4EA]:

**Version dated 17th May 2018**