

# Data Privacy Statement May 2018

## ***Lansdowne Lawn Tennis Club***

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## Overview

In order to process and support the day to day running of Lansdowne Lawn Tennis club we require specific and personal data for each current member of Lansdowne Lawn Tennis Club.

The purpose of gathering this information is to manage club member's subscriptions, club activities and to keep members informed and up to date on club news and events.

Personal Data retained is for legitimate interest and compatible purposes of the club.

Disclosure of any of this information to statutory or governing bodies such Tennis Ireland or Sport Ireland will take place only in accordance with legislation or regulatory requirements

## 1. How we collect information about you

We collect personal information from you, when you join Lansdowne Lawn Tennis Club, we also collect information through 3<sup>rd</sup> party websites, apps, social media, when signing up to various club events, and CCTV footage.

## 2. How we keep your information safe

The information collected will be held by Lansdowne LTC in manual and in electronic format. The information will be processed in accordance with the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003.

## 3. What data do we collect

We collect the following data from members on our Membership and tournament/coaching registration forms and occasionally through the club website

- Name
- Date of birth
- Address
- Email
- Telephone number(s)
- Player ratings
- Any health-related notes
- Attendance at classes/events
- Subscription preferences

## 4. How long we keep your information

To meet our legal and regulatory obligations, we hold your information while you are a Club member and for a period of time after that. We do not hold it for longer than necessary.

## 5. Meeting our legal and regulatory obligations

To use your information lawfully, we rely on one or more of the following legal bases:

- performance of a contract;
- protecting the vital interests of you or others;
- our legitimate interests;
- your consent

To meet our regulatory and legal obligations, we collect some of your personal information, verify it, keep it up to date through regular checks, and delete it once we no longer have to keep it.

## 6. We need your consent to use your personal information.

With direct marketing for example, we need your consent to make you aware of club activities and updates which may be of interest to you. We may do this by phone, post, email, text or through other digital media. You can decide if you wish to receive such updates or not. Before you give your consent, we tell you what information we collect and what we use it for. You can remove your consent at any time by contacting us by email

## 7. How we use your information

We use your information to communicate weekly updates on activities in the club, to facilitate league and tennis tournaments, social events. In addition when you are a member of a particular team your name will be displayed on the notice board along with the Club website. Your contact details are made available to other members in order to encourage and support the club ethos of inclusivity

## 8. Your information and third parties

We may share your data with third-party companies and individuals for the following reasons:

To perform club member-related services i.e. Tournament organisation, compliance with the sport's standards as regulated by the sport's governing body Tennis Ireland, communicate club news and services with club members.

However, all third parties are obligated not to disclose or use the information for any other purpose and are subject to EU general data protection regulation (GDPR).

## 9. Transfer of Data

We will not transfer your data outside of the EU nor to other clubs without your specific written consent should a need arise.

## 10. Your rights

Members have a right to the following

- Right to be informed as to what personal data is being retained
- The right of access to the personal data held on them by the club
- The right to rectify, correct the information necessary.
- The right to be forgotten.  
To have your personal information removed from the club systems which are not required in order for the club to perform its normal duties, or where there has been a breach in regulation, a member may request that their information is deleted.
- The right to restrict processing
- The right to consent to the use of personal data by notifying the club data controller or electronically recording your subscription preferences, and withdraw consent if so wished.
- Data Breach Notification  
In the event of a breach of data, it is your right to be informed promptly with regards to the nature of the breach.

## 11. Data Requests Process

Subject Access Requests -any member can request a copy of ALL information held about them and to have this data delivered to them within 30 days in electronic format (e.g. PDF file). To make an access request, an individual must apply in writing and pay an access fee of €50

## 12. Children's Privacy

We do not knowingly collect personal identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to do necessary actions.

## 13. Changes to This Privacy Policy

We may update our Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately, after they are posted on this page.