

## **ANGELA CROSSLEY TENNIS COACHING PRIVACY POLICY**

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Angela Crossley Tennis Coaching, 26 Marston Way, Wetherby LS22 6XZ.

### **About this document**

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member of our tennis venue.

### **How we collect your information**

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application form, when you make enquiries on our website, when you provide information via the management software, or when you interact with us during your time as a member at our various clubs .
- From someone else (for example a family member) or your tennis coach who has provided us with your contact details for that purpose.
- From your tennis club

### **The types of information we collect**

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (ie email address(es), telephone numbers and postal address(es), DOB, and records of communications and interactions we have had with you);
- Financial information, including Direct Debit details;
- Certain other information which you volunteer, ie club membership.

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you/your child when attending a course/camp.

### **How we use personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your coaching participation, including:
- taking payment of coaching fees;
- Fulfilment of orders for goods and services; where this is necessary for the performance of a contract (including any written terms and conditions relating to your participation) with you;
- Research and statistical analysis about who is playing tennis at our coaching venues;
- Communication about our activities that we think may be of interest to you;
- Storing your details on the software platform we use for our online management database / booking system. Please note that your own use of the software or system is subject to the Terms and Conditions and Privacy Policy published on that site; where this is necessary for our legitimate interests (for example in increasing participation)
- Promoting our coaching programmes/venue's and promoting goods and services of third parties (for example, equipment suppliers and organisers of tennis events etc) where we think this will be of interest to you; where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

### **Your marketing preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our programme, ie membership details. Examples of these essential service communications are:

- Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).
- Membership related mailings such as your membership renewal reminder, notices of formal meetings, venue closures and holiday opening hours.

You are in control of how we communicate with you. You can update your choices and/or your contact details by logging on to your clubspark account and updating your profile preferences, or by contacting

Email: jo coverdale – <mailto:jcoverdale@ac-tenniscoaching.co.uk>

### **Sharing your information with others**

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our coaches and volunteers, for the purposes of administering your club membership or tennis coaching.

### **How long your information is kept**

We keep your personal data only for as long as necessary for each purpose we use it. For most coaching data, this means we retain it for so long as you are participating on our coaching programme and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

### **Your rights**

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data 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 data where you have exercised your right to object to processing (see below).

- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular 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 data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

### **Contact and complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Jo Coverdale:

- by email: [jcoverdale@ac-tenniscoaching.co.uk](mailto:jcoverdale@ac-tenniscoaching.co.uk)
- by telephone: 07446 111596
- or by post: Jo Coverdale, c/o 26 Marston Way, Wetherby LS22 6XZ.
- If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).