

Tring Squash and Rackets Club Privacy Policy

Privacy Policy for Members

For the purposes of the General Data Protection Regulation (“GDPR”) and UK data protection laws, the controller is Tring Squash Rackets Club Cow Lane, Tring, HP23 5NS

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 Squash club.

How we collect your information

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

- Directly from you via an application for membership;
- Where you enter a competition, coaching course or other club activity
- When you renew your membership
- From someone else who has applied for membership on your behalf
- If you have children attending the junior coaching program

The types of information we collect

The data we collect from you is limited to the following:

- Email address;
- Telephone numbers
- Postal address
- Date of Birth (if provided)

How long do we keep your data for?

We will keep your data for as long as you are a member of the Club. When you leave the Club we will retain your data for as long as is reasonable to resolve any remaining issues with your membership, for example refunds of unused court credits. Thereafter, your data will be removed from the Club’s database.

How we use personal data

Personal data provided to us will be used for the sole purpose of contacting you regards your membership and use of the club and its facilities, including:

- Reminders of membership renewals;
- Confirmation of court bookings;
- Club updates and social newsletters
- AGM Notifications and associated papers
- Membership Surveys

As a not-for-profit club run by volunteers we seek to use electronic communications as much as possible and only where members are unable to provide an email address, will we use postal address details.

Your Privacy

Personal data collected and processed by us is **NOT** shared with any third parties for marketing purposes but may be passed to club coaches or club event organisers if you have registered or expressed an interest for such activities. Your details are passed to England Squash as part of your membership of the sport's governing body.

Personal data is held to fulfil our obligations to you as a member of our club only. Data is password protected and stored on a secure system accessed only by the club Membership Secretary, who is also the club's Data Controller.

What legal basis do we rely on when collecting and processing personal data?

- **Consent:** At the time that you first apply for membership of the Club, we will seek your consent to use your personal information for our membership system so we can service your membership and provide benefits of such.
- **Legitimate interests:** Thereafter, we may use your information for our legitimate interests, such as the continued servicing of your membership and informing you of Club events, competitions, news, etc.

You are in control of how we communicate with you. Although you can request the restriction of the processing of your personal data by withdrawing your consent at any time, members should be aware that this will likely limit the service the club can offer and reduce the benefits of your membership.

What are your rights?

As the General Data Protection Regulation ("GDPR") and UK data protection law enforces, you can request:

- **Access to personal data** – You have a right to request a copy of the information we hold about you. If you wish to receive a copy, please contact us using the details below
- **Right to withdraw** – you have a right to withdraw any previously given consent at any time. Please contact us using the details below.
- **Accuracy** – you have the right to contact us to update any inaccurate information we hold about you. Please contact us using the details below.
- **Deletion** – you have the right to request that we delete any personal information

Members do also have the ability to access, amend and remove personal data by accessing your record via the online membership portal.

Cookies Policy

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

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 the club's Membership Officer and Data Controller in the first instance:

Email: tsrc.membership@googlemail.com

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.