



# **Milngavie Tennis Club**

## **Privacy Policy**

May 2023

# **This privacy notice explains how Milngavie Tennis Club collects and uses your data.**

## **What we need**

Milngavie Tennis Club forms part of the Milngavie and Bearsden Sports Club at Auchenhowie Road, Milngavie, G62 6EJ.

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws Milngavie Tennis Club will be a "controller" of the personal information that you provide to us through Membership application forms, Membership renewal forms and Coaching Registration and Coaching Block booking forms.

### *Members' personal data:*

When you register as a member of Milngavie Tennis Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- Contact details
  - Name, Address, Date of Birth (if under 18), British Tennis Membership No., Contact No., Email address
- Additional Family Members information:
  - Name, Sex, Date of Birth (if under 18), British Tennis Membership No.
- Membership Type
- Payment Type
  - If Standing Order Instruction – Bank Name, Account Name, Account Branch, Account Number, Sort Code

### *Volunteers' personal data:*

When you volunteer with Milngavie Tennis Club we will ask you for the following personal information:

- Contact details
  - Name, Address, Email Address, Date of Birth (if under 18)
- Participation details
  - Parent, Committee, PVG Membership

## **Why we need your personal information – contractual purposes**

### *Members' personal data:*

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- Provide you with core member services, including insurance and voting.
- Send you membership communications by post or email in relation to essential membership services including but not limited to general meeting notices, membership renewals, membership fees' information and club events.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

### *Participants' personal data:*

When you book a place with us for and attend a coaching course, competition, event, training course, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition, event, etc.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

When you register for coaching at Milngavie Tennis Club or (including if you are registering on behalf of a child under the age of 18), we will ask you for the following personal information:

- Contact details
  - Name, Date of Birth, Address, Email, Telephone No.,
- Permission to use photography (for our facebook, twitter, Instagram and website)
- Medical Information
- Any other (relevant) information.

## **Why we need your personal information – legitimate purposes**

### *Members' personal data:*

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in the sport of Tennis by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in the sport of Tennis by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in Tennis by monitoring members' engagement and participation and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our annual Tennis Ball, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to tennis. We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [info@milngavietennisclub.com](mailto:info@milngavietennisclub.com). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on

info@milngavietennisclub.com. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

## **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members, volunteers and participants for the purposes of complying with our obligations under:

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;

## **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## **Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Milngavie Tennis Club for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable adults.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

As an affiliated club of Milngavie and Bearsden Sports Club we are required to ensure that all of our members are members of Milngavie and Bearsden Sports Club as a condition of our affiliation.

We may publish the results of our competitions on our website. This includes competitors' name, age and result.

## How we protect your personal information

Your personal information is stored on our electronic filing system using cloudbased services based within and outside of the UK/EU, and is accessed by our Committee, Volunteers and Coaches for the purposes set out above.

Where we transfer your personal information outside of the EU for the purposes of retaining the club's records on these cloud services we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information. The services we use are governed by the EU-U.S. Privacy Shield Framework.

Cloud based services we currently use include:

### Google Drive

[Google Privacy Shield](#)

### Dropbox

[Dropbox Privacy Shield](#)

### Mailchimp

[Mailchimp Privacy Shield](#)

## How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for three years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Milngavie Tennis Club and for how long.

## Your rights

You can exercise any of the following rights by writing to us at [info@milngavietennisclub.com](mailto:info@milngavietennisclub.com)

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;

- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Milngavie 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](http://www.ico.org.uk).