



HESSLE LAWN TENNIS CLUB

Enjoy and respect

PRIVACY POLICY

What information do we require?

When you join the club you will be asked to provide your first forename and surname, address, date of birth (if under 25 years of age), telephone numbers (landline & mobile) and email address via completion of a membership application form. For junior applicants under the age of 18 years this will also include the name, contact telephone numbers and email address of a parent or guardian.

Why is this information required?

The club requires the information in order to manage its affairs and to communicate with you. Telephone numbers may also be shared with other members (such as team captains, for example), as necessary for the normal functioning of the club.

For members under the age of 25 years the date of birth is necessary in order to determine the level of membership subscription payable.

How is the information retained?

All the information is formulated into a membership list that is held securely on the Membership Manager's computer. Senior and junior membership application forms are alphabetically held in separate binders for ease of reference.

Email addresses are held on the membership Manager's computer and formulated into distribution lists for communication with either individual members or the whole membership.

For how long will your information be retained?

Your information will be held and amended / updated by you whilst ever you remain a member of the club.

Once no longer a member, all personal information provided is retained for twelve months and is then deleted from the digital computer record with the member's application form being shredded.

Your rights

The club will never share your personal details with anyone else. It will only ever contact you with club, or tennis related information.

You can request details of the information held about you from the Membership Manager and amend that information if it is incorrect.

Policy approved June 2018