

**For the purposes of the General Data Protection Regulation ("GDPR")
the data controller is Cleveland Tennis League**

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 club of the league.

How we collect your information

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

- Directly from your club, normally your club secretary or equivalent, when they provide us with information such as your clubs contact details, your officer details, and individual captains' details at the beginning and throughout the season if changes occur.
- From the LTA (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised)

The types of information we collect

We may collect the following types of personal data about your club:

- Contact and communications information, including contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you)
- Certain other information which you volunteer when making contact with the league from time to time.

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 league membership, including:
 - taking payment of league fees
- Fulfilment of orders for goods and services, which we may provide
- Administration of the league, cup competitions and social events
- Research and statistical analysis about who is playing tennis in our league
- Communication about our league activities that we think may be of interest to you
- Storing your details on the software platform we use for our online league results management database. 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 use of our leagues facilities and participation in the game generally)
- Promoting the goods and services of Dunlop, our current league sponsors

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 league. Examples of these essential service communications are:

- Records of transactions, such as payment receipts
- Membership related mailings such as your league renewal reminder, notices of formal meetings and information about venue closures.

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 committee volunteers, for the purposes of administering your membership of the league and giving you access to any league benefits to which you are entitled.
- Dunlop, our current league sponsors

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 membership data, this means we retain it for so long as you have a valid league membership 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:

- by email: Tony Jowett, Chairman, Jowettdad@sky.com
Anne Brown, Secretary, anne.brown19512@gmail.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.