



GDPR Guidance (March 2018):

Internal Privacy Policy for Employees, Volunteers and Venue Officers

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Controller is **LISA JACOBS CLUB SECRETARY** (the "Venue") of **YM TENNIS IPSWICH**.

About this document

This privacy policy explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold. This privacy policy concerns our processing of personal data of employees, volunteers and Venue officers.

How we collect your information

We may collect your personal data in a number of ways, for example:

- **from the information you provide to us when you interact with us for example when you provide your personal data in membership application forms and covering letters, or as requested by the Club Secretary etc.**

The types of information we collect

We may collect the following types of personal data about you

1. Contact and communications information, including:
 - your contact details **(including email address(es), telephone numbers and postal address(es));**
 - records of communications and interactions we have had with you **in the form of email records only**

How we use your information AT YM TENNIS

The purposes for which we may use personal data

- **sharing your personal data with the LTA, county tennis associations, Ipswich & District Tennis League and other club contacts at tennis venues for reasonable purposes in connection with the operation of the Venue.**

The basis for processing your information

We may process your personal data for the above purposes because:

- **We wish to keep a record of member's contact details only for the purpose of club administration and the successful running of teams within the club, local league and LTA only as required.**

Sharing your information with others

We may share your personal data with certain third parties for the purposes set out in this privacy policy. We may share some personal data with third parties including:

- **to the IDTL, member clubs, LTA and county tennis associations.**

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it for.

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 information (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. If you have given your consent and you wish to withdraw it, please contact **LISA JACOBS**, using the contact details set out below.

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 rights, you may contact **LISA JACOBS**:

- by email: lisajacobsym@yahoo.co.uk by telephone: **07941 196142**

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 legislation from the Information Commissioner's Office website available at www.ico.org.uk.