



LENZIE TENNIS CLUB (SCIO) **Members' Privacy Notice**

What we need:

Lenzie Tennis Club was established in 1901 and is situated Off Lindsaybeg Road, Lenzie. It is run by Trustees and Committee members and is registered as a Scottish Charity (Number SC049633). Lenzie Tennis Club is affiliated to the Lawn Tennis Association (LTA). Lenzie Tennis Club will be a "controller" of the personal information that you provide to us on our Membership Form, unless otherwise stated.

Personal Data:

Members':

- **When you register as a member of Lenzie 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, date of birth (if under 18 years of age), address, email address, phone numbers;**
 - **Membership category - senior, junior, parent;**
 - **Health/care information - in case of juniors any information e.g., diabetes, asthma, allergies which may affect their safety at the Club which the Club should be made aware of.**

Volunteers':

- **When you volunteer as a Committee Member of Lenzie Tennis Club we will ask you for the following personal information:**
 - **Contact details - name, date of birth (if under 18 years of age), address, email address, phone numbers;**
 - **Membership category - senior junior parent;**

Why we need your personal information - contractual purposes:

Members':

- **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 for example, insurance, licensing, voting etc.**
 - **Send you membership communications by email/post in relation to essential membership services including, but not limited to, general meeting notices, membership renewals, membership fees' information, news and 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':

- **When you book a place and attend a coaching block, we need to collect your personal information so that we can honour your booking and to enable you to participate in a coaching block/competition.**

If you do not provide us with all of the personal information that is needed then this may affect the ability to book your place.



Why we need your personal information - legitimate purposes:

Members':

- We also process our members' personal information in pursuit of our legitimate interests to:
 - Promote and encourage participation in 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 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 through tennis and inviting our members to participate in surveys for researching and development purposes.
 - Invite our members as award winners or guests to our Awards Ceremony, who we will then contact by email.
 - Develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/Child Protection requirements.
 - Respond to and communicate with members regarding your questions, comments, support needs or complaint, concerns or allegations in relation to tennis. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action.

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 lenzietennis01@gmail.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.

Volunteers':

- We will need to collect personal information relating to criminal convictions or alleged committing 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 lenzietennis01@gmail.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, participants for the purposes of complying with our obligations under:

- **The Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member.**
- **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.**
- **The Equality Act 2010 which requires us to process personal information to make reasonable adjustments where necessary, and**

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 Tennis Scotland 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 not 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.

SGB Members':

- **As a registered Club of Lawn Tennis Association/Tennis Scotland we are required to ensure that all of our members are members of the Lawn Tennis Association as a condition of our membership.**
- **We will share name and date of birth with Lawn Tennis Association who will become a controller of your personal information when they receive it. The Lawn**



Tennis Association's Privacy Notice explains how they use your personal information and can be accessed at www.lta.org.uk.

How we protect your personal information:

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by our volunteers for the purposes set out above.

How long we keep your personal information:

Members':

- **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 two years.**
- **We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Lenzie Tennis Club and for how long. We need to do this in the event of a claim against Lenzie Tennis Club.**

Your rights:

You can exercise any of the following rights by contacting us at lenzietennis01@gmail.com

Your rights in relation to your personal information are:

- **You have the 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 the 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 Lenzie 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.



Consent Section for Privacy Notice:

Why we need your personal information - marketing:

Where you are happy for us to do so we would like to contact you by email with information about tennis, our latest news and upcoming events/competitions.

If you would like to receive email communications from use, please select from the following options below:

- Information about Tennis, Coaching Blocks/Courses, Competitions
- Details of upcoming events
- Latest news, forthcoming meetings

Once you submit your preferences to us, we will send you an email to confirm these. Please note that we will not email you with any information until you have confirmed your preferences by responding to our email.

You may change your preferences at any time or request that we stop sending you email communications by contacting us at lenzietennis01@gmail.com