

EWCCA Privacy Policy [v2.0]

The privacy policy should be provided to existing members as soon as possible and provided to new members when they join the Venue. This should also be made available on the Venue's website, by clear link from the home page.

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is East Wavertree & Childwall Community Association (EWCCA) (the "Venue") of 129a Dunbabin Road, Childwall, L16 7QQ.

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 of one of our sections or when you hire our venue.

How we collect your information - We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, when you hire our venue, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- From someone else who has applied for membership on your behalf (for example a family member who has provided us with your contact details for that purpose);
- From a governing body affiliated to us (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised about our Venue).

The types of information we collect - We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information - limited to Gift Aid declaration data;
- Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings or making use of other Venue facilities).

NB. We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a Venue social event or a course/camp.

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 Venue membership, including:
 - informing you about court / facilities opening hours;
 - membership renewal;
 - creation of membership contact lists for use by other members, displayed within the relevant clubhouses
- Communication about our Venue activities that we think may be of interest to you;
- Fulfilment of orders for goods and services, including venue bookings;
- Claiming Gift Aid on your donations

For those members within the tennis section your personal data may also be used for:

- Storing your details within the administration area of the website to enable the creation of user accounts for individuals to access the members only area of the website.

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 Venue. Examples of essential service communications would be membership related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting the appropriate membership secretary for your section

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 employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- HMRC, for the purposes of claiming Gift Aid on donations

NB. For members within our tennis section, we ask that you also provide your personal data to the Lawn Tennis Association (LTA), and affiliate yourself to EWLTC. The data is provided by you, directly you to the LTA and therefore is not covered by this policy. The LTA privacy policy can be found here <https://www.lta.org.uk/about-the-lta/policies-and-rules/privacy-policy/>. The LTA uses include but are not limited to British Tennis Membership details (including BTM number, start date / expiry date and venues currently or previously linked to), rankings and ratings and Wimbledon ballot entry.

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 Venue membership and for a period of 12 months after your last interaction with us. The exception to this is Gift Aid declaration forms which are held for six years in accordance with current tax legislation.

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 Alice Grundy, EWCCA Treasurer:

- by email: alice.grundy@ymail.com;
- or by post: 22 Huntsman Wood, West Derby, Liverpool, L12 0HY.

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.