

CAVEHILL TENNIS CLUB

PRIVACY NOTICE

This **Privacy Notice** tells you how personal information from members is used by Cavehill Tennis Club.

What information is collected and how?

Personal information on members including names, addresses, telephone numbers and e-mail addresses is collected by the club through the annual membership renewal process and during application to internal or external competitions. On occasion members' photographs are taken at club events.

What is the legal basis for collecting the personal information?

The club collects personal information that is necessary for the purposes of its legitimate interests as a membership organisation.

How is the personal information used?

Personal information is used by the club for the following purposes:

- To facilitate communication with members
- To enable the club to monitor and analyse membership levels
- To facilitate the organisation of events and competitions

How is the personal information stored?

The information is stored digitally on PC's held by members of the Tennis Committee responsible for membership and tournament organising. All PC's are password protected.

If membership application is made on paper, that is held by the membership secretary.

The club utilises tournament software provided by Tennis Ireland to organise internal competitions. The only information used in this process is members' names and this is stored remotely through the Tennis Ireland website.

Members' names and photographs may appear on the Club website as part of news stories about club events.

Members' names may appear in minutes of Tennis Committee meetings, which are stored digitally by the club chair.

Who has access to the personal information?

Members of the tennis committee have access to such members' information as is necessary for them to carry out their legitimate tasks for the club.

Is any of the personal information shared with other club members?

In order to facilitate communication between members playing in internal competitions, telephone numbers and e-mail addresses may be shared between members taking part in the relevant competition.

Is the personal information shared within any other organisations?

If a member takes part in external leagues or competitions on behalf of the club, his or her name will be provided to the league/competition organiser.

In the event of a child safeguarding issue or disciplinary issue, personal information may be shared with relevant external bodies.

Names, telephone numbers and e-mail addresses of Tennis Committee Post Holders and Safeguarding Officers may be shared with Tennis Ireland in the annual club declaration form.

Can a member request details of personal information held?

A member may request details of personal information by applying in writing or by e-mail. Any such requests will be passed to the club chair who will respond within 30 days.

How long is personal information held?

Personal information from membership application forms is held on the membership database for a period of seven years. Membership applications are also destroyed after seven years. Minutes of tennis committee meetings are held indefinitely.