

# Privacy Policy

## PRIVACY POLICY

The term 'Club' will refer to Rushcliffe Squash Club, Rugby Road West Bridgford Nottingham, NG2 7HY. for the purposes of Data Protection Legislation, the Controller is 'Club'.

This privacy policy sets out the way we process your Personal Data and this policy has been created to ensure you are aware of how we use this Personal Data as a member of the Club. The purpose of the Club and membership thereof is to provide facilities for playing squash for the Club's members and to a very limited extent of guests, to provide coaching on an individual or group basis, together with ancillary activities such as fitness and aerobic training, and to provide social activities via social events organised on behalf of the Club or third parties for the benefit of members and guests. In order to accomplish the said purpose, it is necessary for us to obtain and store certain limited Personal Data about the Club's members, as set out below, and this information will be held by the Club as being in the legitimate interest of the Club. In order to fulfil the Club's contractual obligations with its members, it may also be necessary to hold Personal Data for contractual reasons. This Policy applies to any personal information which you give to Rushcliffe Squash Club and as a member of the Club you consent to us collecting and using your Personal Data in accordance with this privacy policy.

### What do we collect?

We may collect the following types of Personal Data;

- Contact and communications information including your name, address, e-mail address, and telephone number.
  - An indication of your age as required to determine your category of membership
- We may also collect personal data about you from telephone conversations, e-mails and written and verbal communications.

### How do we collect your Personal Data

We may collect Personal Data in a few ways, namely;

- Directly from you when completing an application for membership, when you make enquiries via our Club website, or when you interact with us during your time as a member in various other ways (e.g. when you enter a competition, renew your membership, sign up for a course or coaching).
- From someone else who has applied for a membership on your behalf. (e.g. a family member or your coach)
- From England Squash (ES) (e.g. where ES passes on your details to us in connection with a complaint or query you have raised about the Club).

### **How we use your personal data**

Any Personal Data that we collect (with your consent) will be used and recorded by us in accordance with current data protection legislation and this privacy policy. More generally, we will use your Personal Data for the following purposes:

- Administration of your Club membership, including:
  - Informing you about court / facilities opening hours;
  - Communication with you regarding team squash;
  - Taking payment of membership fees;
- Administration in any ballot you choose to enter;
- Research and statistical analysis about court usage at the Club;
- Communication about the Club's activities that we think may be of interest to you, including social events;
- Promoting the Club and promoting goods and services of third parties (for example, equipment suppliers, operators of coaching courses and organisers of events) where we think this will be of interest to you;

Where this is necessary for our legitimate interests (or the legitimate interests of our third parties), and/or where we have your consent, as applicable.

### **Protection of junior members (under 18 years of age)**

In the interest of Junior Members (U18), we require the Personal Data, including contact and financial information held in respect of junior members to be those of a parent or guardian. No Personal Data, including images relating to junior members, will be shared with any other Club members or third parties without the prior informed consent of a parent or guardian. Exceptions to this will be regarding the age of the junior in relation to membership status and entry into tournaments / competitions.

### **Marketing preferences**

We will always respect your wishes in respect to the type of communications you want to receive from us and how you 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. Examples of these service communications are: Records of transactions, such as payment receipts or direct debit confirmations Membership related mailings such as your membership renewal reminder, notices of formal meetings, information about venue closures and holiday opening hours and information about team and social events organised by the Club.

You are in control of how we communicate with you. You can update your choices and or contact details by contacting the Club Secretary, by email or post.

Post: Club Secretary , Rushcliffe Squash Club, Rugby Road West Bridgford Nottingham, NG2 7HY

### **Sharing your information with others**

We do not sell or share your Personal Data for other organisations to use other than set out below:

Personal Data collected and processed by us may be shared with the following third parties, where necessary;

- Volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Any coaches used by the Club for which you sign up for a course. We also provide a list of members names and email addresses to The Arena Parkwood Leisure, updated monthly for the purposes of running the club reserved courts, Monday through Thursday evenings.

### **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 Club membership. Some Personal Data may be kept for up to 6 years for purposes such as accounting and tax reporting, though this is unlikely.

### **Changes in policy**

We may change our privacy and security policies at any time. Changes to the policy will be notified via the Club webpage. Should you wish to reread our current policy please go to the Club website.

### **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).
- Request correction of the Personal Data that we hold about you.
- Request deletion of your Personal Data.
- Object to processing of your Personal Data.
- Request a restriction of the processing of your Personal data.
- Request 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 the Club Chairman:

Post: Chairman, Rushcliffe Squash Club, Rugby Road West Bridgford Nottingham, NG2 7HY

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: [www.ico.org.uk](http://www.ico.org.uk)