**Hatch End Lawn Tennis Club**

**How we use your information:**

This privacy notice tells you how we, Hatch End Lawn Tennis Club (HELTC), will collect and use your personal data. We will only do this when you have given consent to this processing.

HELTC only collects and stores personal data when membership or other Club related information is requested and or implemented. This information is used:

1. to establish and record your membership details.
2. for communicating and managing matters relating to Club activities such as competitions, matches, teams, social events and other aspects relating to Club management. This will mean that your details can be given to other club members and/or posted in the clubhouse to facilitate club events.

In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

***The information collected and stored is as follows:-***

Title: Name: Date of birth: Correspondence Address: Email Address: Mobile Phone Number: Home Phone number: Membership Category: Membership Fee (status): British Tennis Membership number

***Information Security and retention:***

This information will be stored securely and will not be passed on to third parties.
It will only be retained as long as you remain a Club member, or until your request is processed. All our operations regarding collection, retention, modification and deletion of Personal Data will be based on the EU General Data Protection Regulation.

***Under what circumstances will HELTC contact me?***

To perform the services you have requested (such as providing you with the benefits of Club Membership or providing you with information you have asked for) which may involve contacting you by post or e-mail.

To make parts of the website easier for you to use by not making you enter your personal information more than once.

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

***Can I find out the personal data that the organisation holds about me?***

HELTC at your request can confirm what information we hold about you and how it is processed, please contact the Membership Secretary.

***How can I revoke previously given consent, amend incorrect personal data or make a complaint?***

If you wish to amend incorrect personal data or revoke previously given consent please contact the Membership Secretary.

Should you wish to make a complaint regarding your personal data or its processing, please contact the Membership Secretary. If you are unhappy with the response after 28 days we will notify you of the contact details of the Regulatory Body so that you can, if you wish, raise your concerns with them.