

## North Somerset Tennis League Privacy Policy

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws the controller is the North Somerset Tennis League ("the League.")

### About this document

This privacy policy sets out the way the League processes the personal details of some of the personnel of the Member Clubs and the League has created this privacy policy to make sure that these Clubs are aware of how the League uses this data.

### How the League collects your information.

We collect the personal data from the representatives of the Member Clubs when they complete the annual registration form.

### The type of information we collect

Contact and communication information including the telephone numbers and emails of your captains and Chairmen and records of communications that we have had from you.

### 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 expressed by you.

More specifically, we will use the personal data for

The administration of the League

Communication with the Clubs and to facilitate communication between the Clubs

where this is necessary for our legitimate interests or we have your consent.

### 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 that we need to send you regardless so we can fulfil our obligations to you such as sending

Records of transactions such as payment receipts

Reminders of membership renewals and notices of formal meetings.

You are in control of how we communicate with you. You can update your choices or contact details by contacting us at

Telephone 01934 415009

Email [info@thegreenenvelope.co.uk](mailto:info@thegreenenvelope.co.uk)

Post Jenny Purcell, 31 Arundell Road, Weston-super-Mare, BS23 2QG

#### Sharing your information with others

We do not sell your personal data. Nor do we share it with others except as below. Personal data collected and processed by us may be shared with the following third parties where necessary our Committee and other member clubs for the purposes of administering the League.

#### How long your information is kept.

We keep your personal data only as long as is necessary for the purposes of the League. For most data this means that we retain it while you are still a member of the League and for six years thereafter in case you re-join.

#### 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 your personal data that we hold and to check that we are lawfully processing it.

request us to correct your personal data. This enables you to have any incomplete or inaccurate information 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 to continue 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 us processing it (see below).

object to us processing your personal data when we are relying on a legitimate interest and you have a particular reason to object to us processing on that ground. You also have the right to object when we are processing your personal data for direct marketing purposes.

request to restrict us processing your personal data. This enables you to ask us to suspend the processing of your personal data for example pending a check on 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 prior processing based on that 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 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, please contact Jenny Purcell, Secretary of the League

email: [info@thegreenenvelope.co.uk](mailto:info@thegreenenvelope.co.uk)

telephone: 01934 415009

post: 31 Arundell Road, Weston-super-Mare, BS23 2QG

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 of data protection from the Information Commissioner Office website: [www.ico.org.uk](http://www.ico.org.uk)

This policy was approved by the Committee on 15<sup>th</sup> August 2019.

Review date: 15<sup>th</sup> August 2020