



Privacy policy

At Harrow Weald Lawn Tennis Club (HWLTC), we promise to respect any personal data you share with us and to keep it safe. This privacy policy sets out the way we process your personal data and aims to make you aware of how we store, collect and use your data as a member, friend or associate of our tennis venue.

Our communications include information about your membership, all things related to HWLTC and, on occasion, opportunities to be involved in external events brought to our attention by our members.

HWLTC is run entirely by volunteers and has no paid employees. The Committee acts on behalf of all members to ensure that all personal data is processed in an appropriate and lawful way.

How we collect your information

We collect your personal data in the following ways:

- Directly from you: when you fill in an application for membership, when you make enquiries on our website or when you interact with us during your time as a member in various other ways
- From someone else who has registered for membership on your behalf (for example, a family member who has provided us with your contact details)
- From the LTA, particularly in relation to tennis leagues you may compete as a representative of our venue

Data we collect and store

We may collect the following types of personal data:

- Contact, communications and administration information, including your contact details (name, email addresses, phone numbers and postal address)
- Financial information, including standing order details
- Date of birth or age group
- Other information which you volunteer when making use of your membership benefits
- Health or medical conditions when it is appropriate to do so for your wellbeing (for example, for your safety at social event or a course/camp)

We store your personal data securely on password-protected computers and encrypted online systems and have systems in place to ensure the security of your data. These are stored by members who assist in the running of HWLTC, including members of the Committee (mainly our treasurer, chairman, honorary secretary and social secretary).

How we use your data

All personal data held by HWLTC is used for membership purposes. Generally, your data may be used to contact you about forthcoming tournaments, social events or times and dates of meetings (such as the Annual General Meeting).

Where necessary for the performance of a contract, we will contact you about anything relating to your membership. Under this basis, we will therefore use your data for the following activities:

- Administration of your membership, including related emails about renewals, fees, forms and your membership benefits
- Records of transactions, such as payment receipts
- Informing you about court availability, grounds maintenance or closure and updates to the Club's rules
- Administration of the Wimbledon ballot
- Segmentation of our membership groups to provide the correct information for each membership

It is in our members' interests to know about what is going on at the Club, how they can be involved in tennis activities and volunteering, therefore we will contact you on a legitimate interest basis when:

- Communicating about external activities that we think may be of interest to you, such as those brought to our attention by our members
- Communicating about ways in which you can get involved in the upkeep, running, promotion and development of the Club

By remaining opted in (and therefore consenting) to our communications, we can assume that you are happy to continue receiving emails from us. Should you wish to leave HWLTC and no longer hear from us, you can opt out by contacting us using the details below.

If we ever make changes to our data processing activities, we will be in touch.

Your marketing preferences

You are in control of the data we hold about you and how we use it. However, there are some communications (detailed above) 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. You can update your choices and/or your contact details by contacting us by:

- Email: hwltc4951@gmail.com
- Post: HWLTC, 49-51 College Road, Harrow Weald, Middlesex HA3 6EF

Sharing your information with others

We will only ever share your personal data when it is in your interests as a member of our tennis club. Your data may be shared with others for the following purposes:

- For members to get in contact with you about playing a game or going to a social event (often by Whatsapp or email)
- Arranging matches which take place within the Club or against other clubs
- If you have signed up for coaching sessions with our associated professional tennis coaches and they require your information to contact you about your session

Your data will not be passed to any third-party organisations or individuals unless you tell us otherwise.

We use a third-party email system (a data processor) to send emails to our membership and to people who remain on our database. We have a contract in place with them to ensure the safety of your data.

We do not have access to any personal data that is used to register with and book courts on our court booking system. You should refer to the third-party system's privacy policy to find out more about the protection of your data.

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 HWLTC membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your rights

You have a right to know what data we hold about you, to make changes or to ask us to stop processing your personal data. If it is not necessary for the purpose you provided it to us for, then we will be happy to do so.

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 a committee member by:

- our website contact form: www.harrowwealdtennisclub.org.uk
- email: hwltc4951@gmail.com
- post: HWLTC, 49-51 College Road, Harrow Weald, Middlesex HA3 6EF
- person, on a club night

Changes to this policy

This notice was updated in light of the new Data Protection Act coming into effect in May 2018. We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information, we will update it on our website and notify you of the changes. You can also find them on our website at www.harrowwealdtennisclub.org.uk.