

Coombe Bissett and Homington Tennis Club

Privacy Notice

Coombe Bissett and Homington Tennis Club ('CB&H'), is the "Data Controller" in respect of the information gathered and processed by us.

The contact details of the "Privacy Controller", who is your contact within CB&H are at the end of this document.

CB&H takes great care with all data but especially personal data. We are committed to ensuring this is secure and processed in a lawful manner.

This Privacy Notice details what data we process and why we do this. For further information please contact our Privacy Controller who is detailed in this document.

CB&H will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. CB&H is required to retain information in accordance with the law, such as information needed for audit purposes.

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.

How we collect data

Visitors to our websites

When someone visits www.coombebissett.com, we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Use of cookies

We do not use cookies on our websites.

Search engine

Search queries and results are logged anonymously to help us improve our website and search functionality. No user-specific data is collected.

Security and performance

CB&H uses a third party service to help maintain the security and performance of the website. To deliver this service it processes the IP addresses of visitors to the CB&H website.

Membership forms

We use paper and electronic based forms to collect personal data

Third Parties

We receive information from third parties in relation to providing our services. This information will be processed in accordance with GDPR.

Who we collect information about, what Information we collect, what we use if for and any Third Party with whom the information is shared.

Members

Category of data	Purpose for processing data	Legal basis for processing	Third party organisations
Contact Details	Communications in relation to the club	Legitimate business interest of running a tennis club	Local and national tennis associations for registration

How we protect the information

We secure electronic and manual information in the following ways

- Complex password security
- Encryption
- Role based control of access
- Locked buildings
- Contracts with third party processors and controllers

How long we keep the information

We will keep your Personal Information only as long as necessary for the purposes for which we collected it and to comply with applicable law.

Overseas Transfers

None of the information that we collect process or store as a result of this website is transferred outside of the European Economic Area (EEA). This includes information that is exchanged with any third party organisation as described above.

Your Rights

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that CB&H refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by CB&H or third parties, or how your complaint has been handled, you have the right to lodge a complaint directly with the CB&H Privacy Controller in the first instance and also with the supervisory authority. The details for each of these contacts are:

	Supervisory authority contact details	CB&H Privacy Controller
Address :	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9	
Email:	casework@ico.org.uk	gillianirving14@yahoo.co.uk
Telephone:	0303 123 1113	

Changes to this Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on 19th May 2018.