

# Tennis West of Scotland

## PRIVACY NOTICE

Tennis West of Scotland takes privacy seriously. It is a “controller” of the personal information that is provided to it and this privacy notice sets out how, why and for how long it will use personal data, as well as who it is shared with. It also explains a person’s legal rights as a data subject and how to exercise them.

**What Tennis West of Scotland needs from you as a club affiliating to Tennis West of Scotland, as a club entering competitions organised by Tennis West of Scotland, as an individual player entering into a competition organised by Tennis West of Scotland or as a parent/guardian of a player who has been asked to represent Tennis West of Scotland in a residential team competition.**

The following personal information may be requested:

- Contact details – e.g., name, address, email address and phone number.
- Date of birth – to calculate age group eligibility.
- Payment details – bank account number, sort code, to allow bank transfer payments
- Equality information
- Safety and emergency details – e.g., next of kin, dietary requirements.

### **Why Tennis West of Scotland needs your personal information – contractual purposes**

Tennis West of Scotland needs to collect this personal information so that it can manage your relationship with the organisation. Personal information may be used to:

- Provide you with core member services, including confirmation of membership, membership card.
- Set up and continual processing of subscription direct debits
- Organise club activities.
- Register your membership with the representative body e.g., LTA

### **Why we need your personal information – legitimate purposes**

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the organisation, opportunities to get involved in events or competitions
- Raise awareness of the organisation’s activities by capturing photos, or videos, we may use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007, which requires us to check that our coaches and team captains are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

### **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children, and UK Anti-Doping for the purpose of eliminating doping in sport. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

### **Third party suppliers with access to members' personal data**

Tennis West of Scotland may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- Bank of Scotland processes payment transactions securely on our behalf.

### **How we protect your personal information**

Your personal information is accessed by our staff only for the purposes set out above. It is stored by our club in electronic format which is password protected and paper copy.

### **How long we keep your personal information**

We only keep your personal information for as long as necessary to provide you with services. Unless you ask us not to, we will review and delete your personal information at any time.

### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a "subject access request".

Contact can be made at Tennis West of Scotland by phone on 07958 202 767 or by email at [john.stevenson@tenniswestofscotland.org](mailto:john.stevenson@tenniswestofscotland.org)

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)