



Members General Data Protection Regulation (GDPR) Privacy Policy

Date	Version	Action
10.04.19	Original	New Policy Developed

Introduction

Castlebar Tennis Club at Connacht Regional Tennis Centre in Castlebar, is a membership based voluntary club that provides a range of services to maintain and support facilities for its members (seniors, families and juniors) to enable them to partake primarily in tennis and tennis coaching activities as well as club social and fundraising events.

You can choose whether or not to join our Club. However, when you choose to join our Club you must agree to the Club's membership rules, Club constitution, policies and regulations which, unless specified elsewhere, sets out the terms of agreement between you and Castlebar Tennis Club.

The membership form, club constitution, policies and regulation documents are available in the members area of the website as is information pertaining to our under 18 members including who our Child Protection Officers are and our Child Protection Policy.

What data does the Club collect?

On becoming a member, Castlebar Tennis Club requires that the following information is collected and maintained so that it can operate and provide tennis and social activities and services, to each of its members, in a safe and secure environment.

Your Details: <ul style="list-style-type: none">• Your name, date of birth, home address• Your email address & telephone number• Names & date of births relating to any children wishing to be included in family and/or junior/juvenile membership• Medical certification information• Tennis Ireland Number (if applicable)• Record of payments (including bank account details where applicable)• Tennis coaching/competition records	Emergency Contact details you nominated: <ul style="list-style-type: none">• Contact name• Contact number
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Data Usage and Sharing

In order to manage its' operations; Castlebar Tennis Club may be required to:

1. Pass data to the Gardaí and/or Tennis Ireland and/or Connacht Tennis relating to members, if so requested.
2. Process specific data relevant to the operation of the Club regarding its members and, where necessary, to protect its legitimate business interests and activities. Personal data, including contact details (phone & email), medical details or other personal details, collected by Castlebar Tennis Club is used only for operational, organisational, management, coaching, competition entries, compliance and communication purposes, and is restricted to display and/or use within the Club environs except when required by clause 1.
3. Share member names and phone numbers with other club members to facilitate the running of competitions, events as well as for communications between club members.

4. Use of photos/pictures/images of members (senior and/or juniors i.e. under 18s) on/in Castlebar Tennis Club related promotional material, social media and across other media outlets.

N.B. Please contact info@castlebartennis.ie if you *do not wish* to have your name/ images or your children's name/images used for promotional activities on behalf of the Club.

Data Retention

The following table details the Club Data Retention Schedules.

Type of Data	Data Retention Period and Treatment
<ul style="list-style-type: none">• Date of birth, home address• Your email address & telephone number• Names & date of births relating to any children wishing to be included in family and/or junior/juvenile membership• Medical certification information• Tennis Ireland Number (if applicable)• Record of payments (including bank account details re: standing orders etc.)• Coaching records• Emergency Contact details	If a member has chosen not to renew their annual membership, their data will be expunged 5 Years after their paid-up membership has ended.
<ul style="list-style-type: none">• Your Name• Your competition, committee, membership history when with the Club for purposes of Club archives.	Life-time of the Club

Finding out what information the Club holds about you

Under the data protection legislation, you can ask to see any personal information that the Club holds about you. Such requests are called subject access requests. If you wish to make a subject access request, please send an email to club committee members at: info@castlebartennis.ie

You will need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting. The Club has 30 days to respond to your subject access request.

Complaints

If you have any concerns or complaints in relation to how the Club collects and/or processes your personal data, you should contact the Club committee in writing using the committee email address: info@castlebartennis.ie

Right to Delete

Members have the right to have their data deleted after their membership has ended. You should contact the Club committee in writing using the Club committee email address: info@castlebartennis.ie