



Southport & Birkdale Sports Club

Data Protection & Privacy Policy

For the purposes of the General Data Protection Regulations (GDPR) and UK data protection laws, the data controller is Southport and Birkdale Sports Club Ltd (S&BSC) of Trafalgar Road, Birkdale, Southport, PR8 2HF.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Membership Secretary has overall responsibility for data protection compliance in our organisation. Contact details are set out in the Contact section at the end of this privacy notice.

1. About this document

This privacy policy sets out the way we process your personal data and we have created this privacy policy to make sure you are aware of how we use your data as a member of our sports venue. In addition to the data covered by this document, the club also records, using a CCTV system, (entries and exits to the club.) The CCTV system is covered in full in the S&BSC CCTV Policy which can be seen in the clubhouse or made available on request.

2. Definition of personal data

Personal data is data relating to a living individual who can be identified from that data, or from that data combined with other information that is in the possession of, or is likely to come into the possession of, the data controller.

Personal data includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

3. How we collect your information

We may collect your personal data in a few limited ways, namely:

- directly from you, when you fill in a membership application, when you make enquiries on our website when you provide information via S&BSC's club management software or court booking system or when you interact with us during your time as a member for example, where you enter a competition, sign up for lessons, renew your membership, make an enquiry or complaint or when you correspond with us by phone, email or in some other way.
- from someone else who has applied for membership on your behalf, for example, a family member

- from one of our sport's governing bodies, for example, where the LTA or ECB passes on your details to us in connection with a complaint or enquiry you have raised about S&BSC

4. The types of information we collect

We may collect the following types of personal data about you:

- contact and communication information, including your contact details (for example, email address, telephone numbers and postal address and records of communications and interactions we have had with you)
- personal information, including date of birth
- details of next of kin, family members and emergency contacts
- records and assessment of any player rankings, gradings or rating
- competition results
- details of any match attended and performance, including that generated through player pathway performance
- financial information, including direct debit details
- certain other information which you volunteer when making use of your membership benefits for example, when making court bookings or making use of other S&BSC facilities
- information about you that has been passed to us by one of our sport's governing bodies, for example, your World Tennis Number (WTN) and match results

We may also collect data about your health or medical conditions, where this has been volunteered by you so that we can, for example, cater for you when you attend an S&BSC social event or play in a sports event.

5. How we use personal data

Personal data provided to S&BSC will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- administration of Venue membership, including:- informing about court/facilities opening hours
- taking payment of membership fees
- informing of club events and general S&BSC information by email
- contact for team information or competitions members may have entered
- administration of the Wimbledon ballot
- research and statistical analysis about who is playing sport at S&BSC
- communication about our S&BSC activities that we think may be of interest
- where this is necessary for our legitimate interests, for example: in increasing the use of S&BSC facilities and participating in sport generally

- promoting S&BSC and promoting goods and services of third parties, for example, equipment suppliers, operators of coaching courses, and organisers of sports events, where we think this will be of interest to you

6. 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, however, that we need to send to you regardless of your marketing preferences, for us to fulfil our contractual obligations to you as a member of S&BSC, examples of these essential service communications are:

- records of transactions, such as payment receipts or Direct Debit confirmations (as applicable)
- membership-related mailings such as your membership renewal reminder, notices of formal meetings and information about S&BSC closures and holiday opening hours

You are in control of how we communicate with you. You can update your choices and/or your contact details by using the 'unsubscribe' link on club emails or by contacting us at: email: social@sandbsportsclub.co.uk Please put 'FAO the Membership secretary' in the subject line
post: FOA Membership Secretary, Southport & Birkdale Sports Club, Trafalgar Road, Southport, PR8 2HF

7. Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- our contractors and suppliers, including coaches
- S&BSC club members who need your information, for example, to take part in a club event or if you have agreed to be a club point of contact for specific issues

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

9. 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 the personal data we hold about you and to check that we are lawfully processing it
- request correction of the personal data that we hold about you.
This enables you to have any incomplete or inaccurate information we hold about you corrected
- request the 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 continuing 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 processing (see below).
- object to the processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes
- request the restriction of processing of your personal data
This enables you to ask us to suspend the processing of personal data about you, for example, if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent where this is the basis for our processing of your data (without affecting the lawfulness of our previous processing based on 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 requests where exceptions apply

10. 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, you may contact our Membership Secretary:

email: social@sandbsportsclub.co.uk Please put 'FAO the Membership secretary' in the subject line

post: FOA Membership Secretary, Southport & Birkdale Sports Club, Trafalgar Road, Southport, PR8 2HF

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 under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.

Approved by GMC 4 March 2024